

## **/ POSITION LEGAL COUNSEL**

iCOVER specializes in Wholesale of Background Screening & Business Intelligence solutions for the global market. We are an international company with operational headquarters in Paris, backed by a network of offices worldwide, which offer strategic global reach for all your business needs.

Our expertise lies in data collection, research & verification of information, analysis and reporting. Our clients know that we are diligent, always prepared to go the extra distance to deliver compliant, accurate and timely results. Our service is dedicated, professional and reliable.

Currently, for our office in Sofia, we are looking for a Legal Counsel with the following profile:

### **RESPONSIBILITIES**

- Makes sure all processes are built and established following the requirement;
- Gives accurate and timely counsel to Executives on a variety of legal topics;
- Ensures and monitors that all necessary internal GDPR policies, from a compliant perspective are in application;
- Research and evaluate different risk factors, regarding business decisions and operations;
- Drafts and solidifies agreements, contracts and other legal documents to ensure the company's full legal rights;
- Communicates and negotiates with external parties (regulators, external counsel, public authority and etc.), creating relations of trust;
- Provides clarification on legal language or specifications to everyone in the organization;
- Collaborates with Management to devise efficient defense strategies;

- Maintain current knowledge of alterations in legislation.

## **REQUIREMENTS**

- Managerial skills;
- University degree in Law;
- Excellent command of English (both written and spoken). Good command of another language will be an advantage;
- Ability to define problems, collect data, establish facts and draw valid conclusions;
- Strong analytical and problem-solving skills, attention to detail;
- Excellent verbal and written communication skills, ability to work with other departments and build smooth working relationships;
- Excellent time-management skills and ability to prioritize in a fast moving, constantly changing environment;
- Excellent MS Office skills.

## **WHAT'S IN IT FOR YOU**

- Engaging job at a multinational company;
- Excellent remuneration package and work-life balance;
- Annual Performance Bonus;
- Dynamic work environment and an enthusiastic team;
- Class A office in the central district;
- Parking Spot;
- Additional Health Insurance;
- Food Vouchers;
- Standard working hours;
- Possibility for home office;
- Multisport Card.

**If you think that you have what it takes to be our Legal Counsel, please send your application to Metodi Rusinov at:**

**[mrusinov@i-covereurope.com](mailto:mrusinov@i-covereurope.com)**

*Notice: by submitting your application for this position, you acknowledge that in the event you have been selected to work for iCOVER, we shall be entitled to perform an appropriate background investigation by verifying the information presented in your application, specifically but without limitation, verification of prior employment and verification of education. You further acknowledge that such verification is required due to the specificities of iCOVER's scope of business and our internal security policies and rules. The lawful provision, collection and processing of your personal data is necessary for the purposes of the legitimate interests pursued by iCOVER and the provided data will be processed in strict accordance with the applicable personal data protection legislation.*