



ABOUT US

Studio Moderna group is present in 19 countries in Central and Eastern Europe who employs over 5,000 professionals. We attribute our success to a motivated international team, with rich experience and bold plans for the future. We have a clear vision and we participate in an atmosphere of positive energy, trustfulness and responsibility for results.

ARE YOU A MOTIVATED AND PROACTIVE LAW STUDENT WHO WANTS TO START A CAREER IN A DYNAMIC AND INTERNATIONAL ENVIRONMENT AND LEARN FROM THE BEST?

We invite you to join us
in the international
(headquarter) legal
department
as Legal assistant
student (m/f)

TOP SHOP

DORMEO

dellmano

WALKMAXX

ROVLIS

wellneo

KOSMODISK

PINK PANDA

Mango

Required skills and experiences:

- law student;
- fluency in English (oral and written);
- good knowledge of MS Office tools (Outlook, Word, Excel, PowerPoint);
- proactive, diligent, organized, reliable;
- ability to work in a team;
- conscientiousness and responsibility towards work and co-workers.

Place of work:

- Ljubljana, Slovenia

Key responsibilities:

- assistance with preparing and drafting different legal documents;
- assistance with resolving customer complaints, etc.;
- communication with companies at the Group level;
- preparing reports, maintenance of archive and other administrative support to various processes.

What we offer:

- work in a team with young professionals in international corporate environment;
- opportunity for learning, growth and personal and professional development;
- possibility to work from home 2 days per week;
- various benefits (fruits in the office, summer picnics, new year parties, etc.)
- gross hourly rate 7,00 EUR.

How to apply:

If you see yourself as a suitable candidate, send your CV and motivation letter in English to the following e-mail address: recruitment@studio-moderna.com with the note **Legal Assistant – student in the Legal Department** (and your name and surname) no later than by **25. 9. 2022**. Candidates will be notified by e-mail of the completion of the selection process.

STUDIO MODERNA