

## Head of Legal Department

TRAININGS  
RECRUITMENTS  
CONSULTANCY

**eppc**

EPPC Albania on behalf of its client, is currently recruiting a **Head of Legal Department**.

### Major responsibilities:

- Providing legal guidance on a wide range of legal matters such as contracts, regulatory compliance, litigation, employment law and intellectual property;
- Overseeing the operation of the legal department;
- Identifying and mitigating legal risks;
- Developing and implementing legal procedures and policies to ensure the company's compliance with applicable laws;
- Drafting, negotiating contracts, legal documents and agreements;
- Conducting legal research to ensure that company is up-to-date with the latest legal changes;
- Representing the company in legal proceedings, working with outside counsel when required;
- Supervise Legal Affairs staff;
- Stay informed on any changes or additions to laws and industry regulations;
- Develop and manage the legal department budget.

### Requirements for this position are:

- Master's degree in law or a related field;
- **Minimum 10 years of working experience in similar roles;**
- Experience working in a law firm will be considered a big advantage for this role;
- **Fluency in English – written and spoken;**
- Leadership and management skills, including an ability to communicate in an assertive and clear manner to those who have a strong understanding of the law, and those with novice knowledge;
- Proven analytical and problem-solving skills, demonstrating your ability to assess and understand complex legal issues, and provide strategic advice.

### How to apply:

To apply for this opportunity, please fill your application at:

<https://aplikim.eppc.al>

You will be contacted by EPPC only if your CV & support documents will be qualified by our recruitment team.