



## **Company Overview**

People 2.0 is the leading enabler of global flexible and mobile work arrangements and offers the full range of staffing and payroll services including temporary employment, permanent placement and freelance/contracting to agencies, employers and contractors. People2.0 provides the global market with a high quality service demonstrating integrity and expertise.

## **Position Overview**

The Legal and Compliance Assistant reports to the General Counsel, South Europe and will work within a cross-company legal and compliance team. The role will primarily support this department from a legal, compliance and administrative perspective with its growth and expansion project in this region. It will also support the introduction of technology enabled service delivery and process transition.

The Legal and Compliance Assistant will be a self-motivated, proactive, organised, strong team player with excellent attention to detail, strong communication skills and will possess the ability to build strategic partnerships. As well as being client focused, flexible and naturally driven to deliver expert service effectively in a fast-paced work environment.

The role is offered on a fixed term basis for 7 months on a remote basis. Some European travel may be required but not frequently. Fluency in English a must, verbal and written competencies in one or a combination of Italian, Spanish, French and Portuguese desirable with a preference for French and/or Italian.

## **Primary Responsibilities**

- Preparation and execution of training pertaining to employment laws in the region
- Drafting, amending and issuing legally compliant employment and commercial contracts
- Providing technical legal advice to various departments within the business such as sales, HR and operations
- Supporting the General Counsel with set-up of new entities, eg, corporate filings, registrations, license applications, liaison with other departments to achieve set up timeline requirements
- Managing various projects across various areas of law to further develop and strengthen the legal and compliance aspects of the business such as data protection, knowledge bank development, drafting policies and procedures
- Supporting integration projects such as contract and process unification and management

## **Skills and Experience**

- Good understanding of European labour law
- Ability to demonstrate a keen interest in developing technical knowledge and keep up to date with legal developments
- Good commercial understanding

- A good understanding of the issues surrounding employment status and the relevant legal and tax implications which arise as a consequence, would be desirable
- Excellent written and oral communications skills
- Ability to build strong strategic partnerships and client focused
- Good organization and time management skills
- Confident handling of MS Office applications
- Desire to develop knowledge of other jurisdictions
- Verbal and written proficiency in Spanish, Italian, French or Portuguese a plus.
- Ideally, the ability to start at short notice

### **Education and Qualifications**

- You will have a legal background and be familiar with employment law
- Successful completion of legal studies

### **What we offer**

Working at People 2.0 means continuous opportunities for personal and professional development. We offer an exciting role in a growing international company focused on development, quality and expertise, a supportive working environment, exposure to interesting and challenging international work.