

Legal Assistant

This position is an attractive working opportunity oriented to law students or recently graduated lawyers who are willing to continue with their learning process in a part time working experience. As part of our Administrative team, you will be called on to provide critical support. Armed with deep knowledge of FnBox corporate structure, legal understanding and specific needs, you will conduct detailed records and contracts revision, generate recommendations and execute them interacting with global law firms.

This demanding position which reports to the CFO, head of the legal division, requires you to be a self-confident person, detail-oriented and patient individual, capable of processing large workloads with a smile and good mood. For sure, our youth and dynamic culture will help with that!

Main Tasks and Responsibilities:

- Revise legal records of our products
- Assist in the planning of the legal strategies for our contracts
- Develop and update the “Terms and conditions” and “Privacy Terms” of our online properties
- Interact and coordinate with global law firms for the definition of contracts
- Perform a full range of administrative tasks

Requirements:

- Law student or recently graduated with strong academic records
- Excellent analytical skills, with a strong ability to review and organize legal documents
- Exceptional written and verbal communication skills both in English and Spanish
- Ability to manage multiple projects at a time while paying strict attention to detail
- Being comfortable in working in a fast-paced, constantly evolving team environment
- Knowledge on stock options and capital markets is a plus.

About Fnbox Ventures Inc.

Founded in 2002 by Rodrigo Teijeiro, Fnbox is a leading Latin-American holding enterprise focused on the creation and development of global and scalable Internet companies which offer a variety of inventive solutions for our customer’s everyday problems. Supported by our American investors and rewarded as a Great Place to Work in 2008, 2009 and 2010, we continually work to build a world class company to become a powerhouse of technology and innovation in our region.

To know more about us and our companies, visit www.fnbox.com

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