

Alert: Paralegal – Nicosia Cyprus

G.C.Hadjikyprrianou & Associates LLC is looking for a **Paralegal** to join the team in Nicosia, Cyprus.

About G.C.Hadjikyprrianou & Associates LLC

G.C.Hadjikyprrianou & Associates LLC is a future-oriented niche law firm with a global outlook and a laser focus on banking; commercial; tech and general business law. The firm has its headquarters in Nicosia, the capital of Cyprus, and has an exclusively affiliated office in the city of Athens, the capital of Greece. Being part of an international network with 700+ lawyers around the globe, the firm is specialised in high-end local and cross-border projects. Its clients include major domestic and foreign entities, as well as leading private equity investors and family-owned enterprises located in Cyprus, Europe and worldwide.

Role Overview

The successful candidate will be working as part of the team and will be supporting our lawyers in Cyprus and Greece with a variety of technical, administrative and client relationship tasks.

More specifically, the paralegal's work will include the following:

- Drafting and proofreading of documents.
- Arrangement of documents and the management of client reporting systems.
- Assisting in the preparation of KYC and in the clients' on-boarding procedures.
- Maintaining up-to-date legal documents and arranging for the execution, certification, and legalization of documents where needed.
- Conducting legal research and maintaining familiarity with new laws/regulations imposed by Cyprus or other countries.

Qualifications and required skills

- Undertaking a law degree (2nd year student or higher) **or** holder of a higher education diploma in business, secretarial duties, paralegal studies, or an equivalent degree/certification.
- Good time management skills and ability to meet deadlines.
- Strong analytical skills.
- High attention to detail.
- Good knowledge of the English language (verbal and written).
- Accurate, reliable, creative, well organised and proactive.
- Excellent computer literacy (word, excel, outlook).

What we offer

- We envisage this role being full time, however, we are open to considering flexible part-time working arrangements.
- Competitive remuneration package.



- Flexible and friendly working environment.
- Participation to our bonus scheme (for both Cyprus & Greece).
- In case the successful candidate is an LLB student: We also offer a position as a trainee lawyer once the degree is obtained.

APPLICATION PROCESS

Interested candidates can send their full CV via email to info@hadjikyprinoulaw.com, including the reference "**Paralegal_1.22**". Only applications that fulfill the above requested qualifications will be considered.

**** All applications will be treated as strictly confidential. Our Data Protection Policy is available upon request free of charge.**