

Legal Job Vacancy:

The Company is a business aviation company which operates an FBO terminal in Lagos and provides support services to private jets and helicopters. We also provide aircraft maintenance services with a focus on the highest safety standards.

The company requires the services of a qualified and experienced candidate to fill a Legal position.

He/she will provide support to the Legal Department and the Company on core competency areas including contract administration and management, contract drafting and negotiations, advisory services, legal research as well as other administrative support functions.

Responsibilities:

- Providing legal advice and support to the company and its affiliates on corporate and commercial matters;
- Ensure the legal department is updated on applicable legal and regulatory requirements by providing support and advice on laws and regulations;
- Drafting, reviewing and negotiating medium or high risk commercial agreements;
- In-depth detailed research on various legal issues;
- Take charge of company secretarial and compliance functions e.g ensuring best practice, drafting resolutions, taking minutes, ensuring compliance with all regulatory requirements etc;
- Attend meetings with public and private bodies;
- Liaise with external solicitors working on the company's matters, litigation and transactions;
- Manage the insurance portfolio of the company and assist with claims when required;
- Assist with the management of all immigration matters, liaising with staff and external service providers; and
- Provide support on other assignments.

Knowledge/ Skills

- Good knowledge of Nigerian laws and regulations, commercial law and secretarial practice (*knowledge in the aviation industry will be added advantage*)

- Litigation background
- Excellent drafting and negotiations skills
- Fluent verbal and written communication skills
- Ability to work under pressure
- Strong commercial awareness and ability to provide commercial solutions to legal problems
- High level of confidence, enthusiasm and team spirit.
- Good organizational, time management and administrative skills.

Minimum Qualifications/Experience

- Bachelor's degree in Law (*Second Class upper*)
- Must have been called to the Nigerian Bar with a minimum of 5 years post call experience
- LLM and/ ICSAN preferred but not essential
- Completed NYSC

Working Relationships

Executive Management and Board members

Other colleagues

External lawyers

Clients and business partners

How to Apply

Interested candidates who meet the above criteria should send cv to:

E-mail to: careers@ean.aero

Application Deadline - April 2, 2019