



BLC Law Office - one of the top tier law firms in Georgia is announcing an opening for the position of Intern for three months internship. BLC intends to grant the opportunity of internship to selected candidates. After expiration of the three months period, one of the interns can be offered a full-time employment as a **Paralegal** and chance of further professional growth as a member of the BLC team.

Who is eligible:

Students enrolled at Master's Program and Bachelor's Program (7th and 8th semester)

Duties of an Intern shall include the following:

- ✓ Researching the legislation
- ✓ Assisting attorneys in various legal matters
- ✓ Filing legal documents with courts, Government agencies, notary offices etc.
- ✓ Translating legal documents

Necessary Requirements:

- ✓ Excellent written and verbal communication skills in English and Georgian (knowledge of Russian will be considered a valuable asset)
- ✓ Demonstrated analytical skills, attention to details, innovative and able to work under tight time constraints
- ✓ Knowledge of MS Office/Internet applications

Personal Characteristics:

- ✓ Ability and motivation to work independently as well as a team member
- ✓ Ability of multitasking
- ✓ Open to routine work
- ✓ Open-minded, diplomatic, flexible, people-oriented.

The Internship is paid. The amount of compensation will be disclosed to selected candidates (only).

Interested students shall send their CV to: tivanishvili@blc.ge **no later than 26 June 2018.** Please, make sure that the e-mail address and personal phone number are included in the CV. BLC shall directly contact selected candidates on the date and venue of the interviews.

For more information on BLC Law Office, please, visit the company web-page at www.blc.ge.