Open Job Position

Job Vacancy – Legal Officer

JOB RESPONSIBILITIES:

1. Legal Compliance and Regulatory Affairs:
   - Monitors and reviews applicable legislation and bylaws relevant to the Company's operations.
   - Informs management of legislative amendments, new developments and potential legal risks.
   - Monitors compliance with statutory obligations and deadlines.
   - Ensures that all required permits, approvals and licences are obtained and remain valid.
   - Provides legal opinions and guidance to ensure compliance with applicable legislation.

2. Drafting Legal Acts and Contracts:
   - Prepares decisions of the Managing Director and other management bodies.
   - Drafts regulations, internal acts and documents governing internal organisation.
   - Prepares court submissions (claims, statements of defence, appeals and other legal remedies).
   - Drafts and reviews commercial contracts and other contractual documents.
   - Prepares minutes, notices and official correspondence with external associates and employees.
   - Develops templates and standards for legal documentation.

3. Maintaining Registers and Records:
   - Maintains the Register of Shareholders' Decisions.
   - Maintains the Register of Managing Director's Decisions.
   - Maintains the Register of Commercial Contracts.
   - Maintains the Register of Permits and Approvals.
   - Maintains the Register of Disciplinary Proceedings.
   - Maintains the Register of Court Proceedings and Legal Disputes.

4. Judicial and Administrative Proceedings:
   - Represents the Company in judicial and administrative proceedings, independently or in cooperation with an attorney.
   - Coordinates and cooperates with attorneys, expert witnesses, translators and other external parties.
   - Handles disciplinary proceedings and procedures concerning protection against workplace harassment.
   - Participates in proceedings before state authorities, inspectorates and other institutions.
   - Monitors deadlines and ensures timely procedural action.

5. Employment Relations and International Engagement:
   - Organises procedures for obtaining residence and work permits for foreign employees and associates.
   - Provides legal support in recruitment, termination of employment and disciplinary liability procedures.

6. Advisory and Organisational Duties:
   - Provides legal advice to management and organisational units.
   - Participates in drafting internal procedures and policies.
   - Performs other related legal duties within the department's remit.

REQUIRED QUALIFICATIONS:

- University degree in Law;
- Knowledge of labour and commercial law;
- Proficiency in MS Office;
- Having passed the bar examination will be considered an advantage;
- Knowledge of English;
- Category B driving licence.

WHAT WE OFFER:

- Competitive employment conditions and a monthly salary commensurate with qualifications and experience;
- Meals and transport to and from the workplace provided;
- A working environment in line with the highest European occupational health and safety standards;
- Initial fixed-term employment contract, with the possibility of extension.

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WORKING HOURS:

Day shift, Monday to Friday:

- 08:00–16:00

If you are interested in this position, please send your CV in Macedonian to hr@bucim.mk, together with a copy of your diploma. Please use “Legal Officer Job Vacancy” as the email subject.

Application deadline: 22 October 2026.

Only shortlisted candidates will be invited for an interview. Incomplete CVs and supporting documentation will not be considered.

Buchim DOOEL reserves the right not to fill the advertised position.

By submitting your CV, you consent to its retention in our candidate database for 12 months.

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