



Legal and compliance officer

(Location: Belgrade / Vinča)

Fixed-term employment until the return of a temporarily absent employee

Duties:

- Ensuring the implementation of group Compliance principles and the compliance with the law, the O&M Contract, the permits;
- Providing legal support and advices as necessary;
- Preparation and updating of internal policies in line with Group policies;
- Proposing and implementing necessary communications, trainings or supports for local teams related to Compliance;
- Ensuring the legal conditions for the activities of the Company, preparing the documents, applications, notifications and initiating the procedures required by the provisions related to the operation of the entity organization;
- Contributing to the preparation of contracts, agreements, decisions and/or purchase orders;
- Providing legal opinions and reviewing contracts;
- Preparation and transmission of the resolutions relating to the operation of the Company;
- Monitoring and anticipating changes in law environmental and waste management legal frames;
- The preparation of the legal and compliance information, reports and data to be provided by VWVO to its parent companies;
- Contribute to the recovery of overdue debts and enforce them in legal proceedings if needed;
- Managing transactions and corporate events requiring approval in accordance with Veolia's internal legal provisions;
- Preparing the internal policies, instructions and procedures of the Company, and informing the affected employees of the Company about them in cooperation with HR and/or management;
- Supporting the procurement process as necessary, which includes legal review of the documents previously prepared from the procurement

Qualifications / Requirements

- Bachelor in law
- 2-5 years of experience in multinational company / Group of companies / reputable law office
- Familiar with Ethic requirements, GDPR, reporting



Skills

- Computer skills – MC Office - excel, word, power point
- English : working level
- Driving licence : B category

Personal profile

- Team player
- Detail oriented
- Ownership / responsibility taking
- Flexibility
- Hands-on
- Continuous improvement approach

**** Our company is committed to the principles of equality and does not discriminate based on gender, age, nationality, religion, sexual orientation, or any other personal characteristics.*