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## Legal Associate

### About Spaxel

Spaxel is a forward-thinking real estate company that owns, operates, and develops innovative residential projects. By leveraging cutting-edge technology and modern operational models, we create distinctive living experiences that stand out in the market.

With a centralized back-office located in Prishtina, we handle key operations such as tenant support, marketing, leasing, procurement, accounting, IT, interior design, and architecture. Our team in Prishtina brings years of expertise in real estate development and management, allowing us to respond effectively to tenant needs across time zones.

### Position Overview

We are seeking a highly motivated **Legal Associate** to join our team and manage our rent-stabilized portfolio of multifamily properties. In this role, you will be essential in ensuring legal compliance, handling lease agreements, addressing tenant concerns, and overseeing insurance and contracting matters within our portfolio. You will work closely with various teams, applying your strong analytical, organizational, and communication skills to maintain smooth operations and support a positive tenant experience. In addition to drafting and reviewing contracts, you will be responsible for ensuring that our properties maintain proper insurance coverage and compliance with regulatory standards. Your attention to detail and legal expertise will be key in upholding the high standards of our properties and minimizing risk exposure.

### Key Responsibilities:

- Review and negotiate insurance policies and vendor contracts to ensure full compliance and risk management.
- Coordinate with insurance providers for adequate property coverage, claims management, and renewals.
- Conduct regular audits of contracts and insurance to identify and address any compliance gaps.
- Lead landlord-tenant projects, focusing on compliance and tenant relations.
- Prepare and review legal documents for court hearings and represent the landlord in proceedings.
- Develop legal strategies to enhance operations and address tenant-related matters effectively.
- Act as the main point of contact with legal representatives and state institutions.
- Ensure a strong understanding of relevant laws, focusing on violations, permits, and rent-stabilization/regulation requirements.
- Maintain organized files and a database tracking all legal interactions and updates.

### Qualifications

- University bachelor's degree in law.
- At least 2 years of professional experience in a similar role, preferably within the legal or administrative fields, such as in a law firm, legal department, or public institution with a focus on legal matters.
- Proficiency in using computer systems, databases, Microsoft Office Suite, and Google Workspace.
- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Ability to produce clear, well-structured written reports.
- Exceptional verbal and written communication skills.
- Proven ability to build and maintain strong relationships with stakeholders and partners.



- High level of integrity, flexibility, and self-motivation.
- Strong attention to detail and a commitment to maintaining accuracy in all aspects of work.

## What We Offer

- **Position:** Legal Associate
- **Location:** Prishtina
- **Schedule:** Monday-Thursday from 2:30 PM to 11:00 PM, with remote work on Fridays from 12:30 PM to 9:00 PM.
- **Compensation:** Competitive salary package, commensurate with experience
- **Contract:** In accordance with Kosovo Labor Law
- **Work Environment:** Be part of a dynamic, forward-thinking team with a global impact.
- **Professional Growth:** Opportunities for learning, growth, and career advancement within an expanding real estate company.

## Instructions for applying

To apply, please complete the application by filling out the [Recruitment Application Form](#). If you have any questions, feel free to reach out to us at [careers@spaxel.com](mailto:careers@spaxel.com).

Only shortlisted candidates will be contacted.

**Deadline:** 06.12.2024