

OOO Rufil Consulting
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(If you have any questions, please directly consult
your designated contact person)

Job Offer: Lawyer or jurist (fluent in Russian and English, preferably German) in Moscow

WHO WE ARE: Rufil Russia Consulting is an international One-Stop-Service Agency in Moscow! Our core competencies are legal, services, tax consulting, business consulting and accounting outsourcing everywhere in Russia. Lawyers, tax advisors, chief accountants, auditors and business consultants from Russia and Germany work in our Moscow office. Our working languages are English, Russian and German.

OUR VISION: “We support international business in Russia and create better quality of life for our customers, employees and investors.”

OUR TEAM: With our Moscow team consisting of tax experts, international business consultants and management consultants with international specialization, as well as highly qualified jurists, local accountants, auditors and experts in International Finance Reporting (IFRS, US GAAP, Swiss GAAP, HGB, Russian Accounting Standards, RAS) we solve all questions of our clients regarding their business in Moscow.

To support our international clients in Russia and our office in Moscow we are currently looking for a full-time lawyer or jurist.

Your tasks:

- ✓ Advising and supporting our client in all questions of corporate, labor, contract law in Russia;
- ✓ To set up companies for our clients in Russia;
- ✓ To administrate changes of General Directors, legal addresses, others;
- ✓ To check and design contracts with clients, suppliers, and employees of our clients;

- ✓ To sign on behalf of our clients with a power of attorney or to engage as an interim director;
- ✓ To organize working permits, residencies for our customers;
- ✓ To provide our tax advisers, accountants, and consultants with information about the Russian law.

Your Profile:

- ✓ Successfully completed law studies in Russia or abroad;
- ✓ Profound knowledge of the Russian laws;
- ✓ Several years of professional experience in an international or Russian law company;
- ✓ Good knowledge of the MS Office package, especially of MS office 365, or to be eager to learn;
- ✓ Fluent in Russian and English, preferably German.

Personal skills:

- ✓ Independent and structured way of working;
- ✓ Committed and flexible;
- ✓ Willing to go on business trips;
- ✓ Reliable;
- ✓ Intercultural competence and willing to work in intercontinental teams (Germany, Russia, China, Montenegro).

WE OFFER:

- ✓ Pleasant working environment;
- ✓ Excellent team;
- ✓ Interesting and challenging work;
- ✓ Good salary according to your results;
- ✓ good opportunities for personal and financial development.
- ✓ Nice office in the center of Moscow, Russia. Plus SMART work organization.

If you fulfill our requirements and are interested in this job offer, we should talk about it. Please send us your application via email to rowe@rufil-consulting.com . Your contact person is Philipp Rowe, Managing Director.

With best regards,



Philipp Rowe/ Managing Director