

<b>Job Title:</b>	Contracts Counsel Intern	<b>Job Category:</b>	Client/Contract
<b>Department/Group:</b>	Legal	<b>Job Code/ Req#:</b>	Req# 3005
<b>Location:</b>	Beirut, Lebanon	<b>Travel Required:</b>	None
<b>Compensation:</b>	USD 500 / month	<b>Position Type:</b>	Full-time / 2 months

**Applications Accepted By:**

**EMAIL:**

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Subject Line: Req#3005

**About SNL Management services**

SNL is an “alternative legal services provider” headquartered in the British Virgin Islands with offices in Athens, Greece and Beirut, Lebanon. SNL is a non-law-firm provider of managed legal, compliance and other support work, performing traditional in-house legal and compliance (“L&C”) department activities on behalf of its business partners.

Focusing exclusively on supporting international and multinational organizations across a wide range of industries (e.g., Oil & Gas, Construction, Aviation), SNL offers cost effective, in-house L&C departments on a fully outsourced basis, comprised of legal, compliance, contracts and corporate administration professionals with a “business first” mindset.

From its offices in Greece and Lebanon, SNL’s professionals provide coverage to SNL business partners’ various areas of operation across the globe.

**Job Description**

**ROLE AND RESPONSIBILITIES**

We are seeking a highly motivated Contracts Counsel Intern to join our team for summer internship. The ideal candidate will be currently enrolled in a law study program and demonstrate academic excellence and have a keen desire to work in an in-house legal department environment, with a focus on contract law. The Contracts Counsel Intern will be working and coached on:

- Document Review: Assist in reviewing, drafting, and revising contracts, agreements, and other legal documents. Ensure that documents comply with legal standards and company policies.
- Contract Management: Help manage the company's contract database. Track contract status, follow up on outstanding contracts, and ensure proper execution and filing.
- Administrative Tasks: Provide general administrative support to the legal department, including scheduling meetings, organizing files, and maintaining records.
- Projects: Participate in special projects as assigned, which may include policy development, risk assessments, and other legal initiatives.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Currently enrolled in an accredited law school, having completed at least one year of study.

- Strong interest in corporate law, compliance, and in-house legal practice.
- Excellent research, writing, and analytical skills.
- Strong attention to detail and organizational skills.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to handle confidential information with discretion.
- Strong interpersonal and communication skills.

**LANGUAGES**

Must be fluent in:

- English

Additional advantageous languages:

- Arabic
- French
- Spanish

Last Updated By:	Tamer Nassar	Date:	24 May 2024
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