

Legal Assistant – student

Are you a law student eager to jumpstart your career and gain practical experience? Our Legal Team is seeking curious and driven individuals, offering a supportive environment with mentorship and opportunities to explore various legal areas within the crypto sector. Your responsibilities will encompass a variety of tasks, including legal research, document preparation, administrative support, and more, all depending on your availability and self-initiative.

What you'll do

- Providing day-to-day support to the legal team.
- Archiving of documents.
- Reviewing NDAs and other simpler agreements.
- Drafting less complex agreements and internal policies.
- Gathering documentation for different tasks.
- Researching the crypto regulatory landscape.
- Reviewing legally relevant crypto news.

Requirements

- Consistent availability.
- At least 3 years of completed studies in law.
- Proficiency in both Slovene and English languages.
- A positive attitude and a strong desire to learn and develop in the fields of IT and cryptocurrency.
- Strong teamwork and collaboration skills.

Benefits

- Work from home or other location that allows you to be most productive.
- Generous home-office allowances upon joining to help set up your home space.
- Sports and cultural activities, pet-friendly offices, a full fridge, teambuilding events, Bitstamp parties.