
REQUIRED SKILLS

Generic skills

- Demonstrate ease of adaptation and good organization;
- Have a spirit of initiative;
- Be rigorous and have a spirit of synthesis and analysis;
- Demonstrate discretion, confidentiality, reserve and respect ethics;
- Be efficient in the transmission of information;
- Be able to facilitate contact with people / be welcoming;
- Mastering written and oral expression, using fundamental legal terminology;
- Use, in a purely professional context, legal drafting standards;
- Master the types of legal acts;
- Be efficient in the use of NTIC.

Specific skills

- Complete legal, administrative and fiscal formalities;
- Use analysis tools and indicators for management control;
- Drafting contracts;
- Ensure the drafting of certain acts;
- Carry out documentary research;
- Ensure the follow-up and execution of administrative and legal formalities.