Sector: LEGAL CAREERS



Option: BUSINESS AND CORPORATE LAW

Level: BTS

Prerequisites: Scientific series or equivalent level

Opportunities:

- -Company lawyer;
- Legal office assistant;
- Management assistant;
- Administrators of associations;
- Administrators of national and international non-governmental organizations;
- Managers of international organizations;
- Managers of insurance contracts;
- Corporate legal services;
- Economic public administrations.

Description:

This specialty aims to train specialists able to master business law and its application within the company, in its national business relations (security law, tax law, property law) as well as in its activities. international law (international trade law, international transport, customs operations).

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.