



We are **WOOD & Company Financial Services**, a.s., a leading independent **investment bank** in Central & Eastern Europe and currently we are looking for a new part-time colleague to our Legal team.

## **PARALEGAL**

### **Responsibilities**

- Colorful legal business
- Reviewing and drafting documents
- Administration of contractual documentation
- Archiving and recordkeeping

### **Requirements**

- Law student in **2-3 year of studies**
- Fluency in **English**, good computer literacy (MS Office)
- Carefulness, ability to work independently, attention to detail
- **Interest in capital markets** and financial law is an **advantage**

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### **We offer**

- Part-time position approx. **20 hours/week**
- Great opportunity for professional and personal development
- Welcoming international environment
- Benefits (fitness benefit, free refreshment in the office, corporate events, office yoga classes etc.)

**Start:** September 2018 or upon agreement

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Send us your CV and short cover letter in English to:  
**career@wood.cz**