

# WE ARE HIRING A LEGAL AND HR OFFICER

## WHO ARE WE?

**GEOS ATLAS** is a **consulting company in the field of security** and a part of GEOS Group. GEOS ATLAS provides its clients with travel risk management, close protection, security services, evacuation, consulting, audit, and training. GEOS ATLAS operates in a growing number of countries, primarily in **Africa and the Middle East**, where we are a reference **service provider** for European and international **governmental and non-governmental organisations**.

## TASKS & RESPONSIBILITIES

### > Legal Assistance

- To draft and follow-up providers', clients', and other third parties' contracts with the company.
- To monitor legal cases with the Company's stakeholders and draft various legal documents (certificates, letters, due diligence forms, company policies etc.).
- To provide legal input to documents, reports, and advise other teams accordingly.
- To follow-up and suggest improvements to the Company's insurance cover.
- To report on legal cases and advise general management accordingly.

### > Human Resources

- To draft and follow-up employees' and other personnel's contractual documents.
- To update HR-related databases on a timely basis.
- To assist department managers in implementing recruitment processes and guidelines.
- To remain available for all employees to assist with any case related to their employment.
- To suggest and implement measures aimed at promoting and developing company culture.

## IN A NUTSHELL, YOU WILL ...

- > Offer **legal and HR support** to all company departments, regularly be in touch with a range of **local and international interlocutors**, and collaborate closely with the Managing Director.
- > Evolve in a small, dynamic company offering **career development perspectives**.
- > Be based in **Balzan, Malta**, with an **option for limited remote work** after one year of employment.
- > Beneficiate from **attractive salary**, expatriation **incentives** and an **annual salary review**.

## YOU ARE A MATCH IF ...

- > You have a **background in Law, Business Administration**, or a related field.
- > You have an **advanced level in English (C1)**. **Proficiency in French** is a significant asset.
- > You are **detail-oriented**, with good **communication skills** and a **team-player** mindset.
- > You are willing to develop **new skills**, take on **further responsibilities**, and observe the positive impact of your own work.
- > You thrive best working in an **evolving environment** with a **young, growing company**.

## TO APPLY

- > Deadline for application: **March 20<sup>th</sup>, 2024**.
- > Send cover letter and CV stating your earliest starting date at: **atlas-recruitment@groupegeos.com**. Indicate the reference number **LHO202402** in the subject.

