



Helping the world get where it needs to be.

IRU is the global industry association for road transport, driving the sustainable mobility of people and goods across the planet.

**Our rapidly evolving and dynamic organisation in Geneva is looking for a**

## Legal Advisor

### JOB SUMMARY

Reporting to the Corporate Legal Advisor, the incumbent will be responsible for providing various legal assistance to IRU Management and to other IRU employees on all corporate matters and respective laws that impact, or may impact, IRU.

### RESPONSIBILITIES

- Prepare, draft, negotiate, review notes, official letters, contracts, memoranda of understanding and provide legal advice (IT agreement, services agreement, agency agreement, non-disclosure agreements, SLA, loan, etc.).
- Prepare, draft and review corporate documents for IRU and its members.
- Manage and/or oversee claims and litigation proceedings in different jurisdictions (including liaising with external legal advisor, reporting, managing costs).
- Monitor external developments in relation to new legislation and regulations relevant to IRU.
- Provide counsel and guidance on legal implications and risks to the management and other IRU personnel.
- Participate in the development and review of IRU's policies, procedures and business strategies and ensure compliance with applicable laws.
- Manage delegated special projects and tasks to completion in an efficient, economical manner and with a view to achieve IRU goals and objectives.
- Implement a database/system to manage legal documentation along with the related procedures.

### QUALIFICATIONS

- Swiss Law degree (License in Law, Bachelor's Degree or equivalent) from an accredited university.
- 6 to 10 years professional legal experience working as an in-house legal advisor with multi-national companies. Experience in an intergovernmental or governmental or NGO involved in international transport would be an asset.
- Knowledge of Swiss labor law would be a plus.
- Familiar with international laws and regulations.
- Proficiency and excellent working knowledge of commercial and contract law in English and French is a must.
- Ability to exercise sound, reasoned judgment.
- Willingness and ability to handle various tasks.
- Proactive attitude. Ability to work independently while keeping others informed.
- Strong communication, analytical and problem solving skills.
- Proficient in Microsoft Office.