



Rogers Law



#JOB-2357118

ROGERS LAW SOLICITORS, Unit 2,



Kingscourt, 48-59 King St N, Dublin 7, D07

EVX3



No of positions : 1



Paid Position



38.5 hours per week



35000.00 Euro Annually



27/09/2024



25/10/2024

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@rogerslaw.ie



Open your camera app & point here to view this ad online



Senior Legal Executive for the Brazilian Market – Brazilian Tax and Civil Law, Irish Immigration Law and European Union Law (as it applies in Ireland), and Child Law.

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Responsibilities:

Provide support and assistance to our solicitors, and clients in matters related to the legal market of Brazil, the Brazilian Tax and Civil Law, Irish and EU Immigration Law, Child Law; and International Commercial Law;

Conduct legal research, analyse statutes, regulations, directives, and case law to and prepare legal documents in Brazilian Portuguese and English;

Prepare and review of Immigration applications, appeals, and submissions;

Conduct interviews with clients to gather necessary information and ensure their interests are represented effectively;

Stay up-to-date with changes in Immigration, European Union, Commercial and Child Law regulations and provide guidance to clients and colleagues accordingly;

Collaborate with other members of the firm to deliver exceptional legal services;

Coordination and training of legal assistants and legal interns to ensure they are equipped with the necessary skills and knowledge;

Maintain accurate records, files, and databases regarding our clients and their cases;

Draft and review legal documents, including legal correspondence to the Irish and Brazilian Authorities;

Manage cases across multiple legal areas, including drafting, and reviewing legal documents, such as pleadings and motions;

Communicate with clients in Brazilian Portuguese and/or English to gather relevant information, provide updates on case progress, and answer inquiries;

Ensure compliance with data protection regulations, the Brazilian General Data Protection Law (LGPD) and European Union GDPR requirements, and other relevant laws and regulations;

Prepare and lodge Court booklets;

Attend Court hearings to instruct the barristers and take Court attendance notes.

Requirements:

Fluency in both written and spoken Brazilian Portuguese and English and proficiency in Spanish is essential;

Knowledge of the Brazilian legal market, especially its Tax and Civil Law;

Previous experience working in a Brazilian Law Firm;

Previous experience with cases of Brazilian clients;

Law degree from a recognised third level institution (LL.B and/or LL.M) with a minimum of 2.1 honours degree;

Minimum 2 years of experience as Legal Executive in a Law Firm in the Republic of Ireland;

Experience Pro-bono cases and Legal Panels to the Legal Aid Board;

Capable of working to deadlines;

Strong background in working in a fast-paced Law Firm;

Proven experience in handling Immigration and Child Law (Disability Act 2005) cases;

Excellent research, analytical, and writing skills

Knowledge of Irish legal procedures and relevant legislation;

Proficiency in legal software and computer applications;

Strong attention to detail and organisational skills;

Ability to work independently and collaboratively in a fast-paced environment

Demonstrated commitment to professionalism, ethics, and integrity.

Working hours: Monday to Thursday, 9:30 AM to 5:30 PM, and Friday, 9:30 AM to 5:00 PM; total 38.5 hours per week

- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]