



Company Details Confidential



#JOB-2463313



Liffey Bridge House, Lower Main Street,
Lucan, Co. Dublin, K78 KV24



No of positions : 1



Paid Position



39 hours per week



38000.00 Euro Annually



10/08/2026



07/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : andrea@coynesolicitors.ie



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



Legal Associate – Spanish Speaker

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

We are seeking a Legal Associate to support the firm's services to Spanish-speaking clients as they try to integrate into the football market and its development and integration into the Panamanian and wider Latin American market.

The successful candidate must be fluent in Spanish, have substantial professional experience in Panamanian law and possess detailed knowledge of the Panamanian legal system and market.

Key Responsibilities

- Provide legal support to the firm in matters involving Panamanian law, the Panamanian legal system and the Panamanian market.
- Assist solicitors in providing legal services to Spanish-speaking clients, including clients from Panama and other Latin American jurisdictions.
- Liaise with Spanish-speaking clients, legal professionals, public authorities and business contacts in Panama and other Latin American countries.
- Conduct legal research concerning Panamanian legislation, legal procedures and regulatory requirements.
- Assist with the preparation, review and translation of legal correspondence, contracts and supporting documentation in English and Spanish.
- Support contractual negotiations and compliance matters involving Panamanian and other Spanish-speaking Latin American clients and business partners.
- Provide the firm with guidance and relevant information concerning Panamanian legal procedures and market practices.
- Assist with the development of the firm's professional relationships and services within the Panamanian and wider Spanish-speaking Latin American market.
- Maintain client files, monitor relevant deadlines and ensure that documentation is accurately prepared and recorded.
- Provide general legal and administrative support to the solicitors of the firm as required.

Requirements

- Bachelor's degree in Law.
- A minimum of four years' professional legal experience involving Panamanian law.
- Excellent knowledge of the Panamanian legal system and the Panamanian market.
- Fluency in Spanish and a high level of proficiency in English.
- Strong legal research, drafting and communication skills.
- Ability to communicate effectively with clients and professional contacts in both Spanish and English.

Terms and Conditions

- Contract duration: 24-month fixed-term contract.
- Proposed start date: 2 October 2026.
- Job type: Full-time, in person.
- Working hours: 39 hours per week.
- Annual basic salary: €38,000.

Work Location

Dublin, Ireland.

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

Career Level

- Experienced [Non-Managerial]