



**BLC Law Office** - one of the top tier law firms in Georgia is announcing an opening for the position of Intern for three months internship. BLC intends to grant the opportunity of internship to selected candidates. After expiration of the three months period, one of the interns can be offered a full-time employment as a **Paralegal** and chance of further professional growth as a member of the BLC team.

*Who is eligible:*

Students enrolled at Master's Program and Bachelor's Program (4<sup>th</sup> Year)

*Duties of an Intern shall include the following:*

- ✓ Researching the legislation
- ✓ Assisting attorneys in various legal matters
- ✓ Filing legal documents with courts, Government agencies, notary offices etc.
- ✓ Translating legal documents

*Necessary Requirements:*

- ✓ Excellent written and verbal communication skills in English and Georgian (knowledge of Russian will be considered a valuable asset)
- ✓ Demonstrated analytical skills, attention to details, innovative and able to work under tight time constraints
- ✓ Knowledge of MS Office/Internet applications

*Personal Characteristics:*

- ✓ Ability and motivation to work independently as well as a team member
- ✓ Ability of multitasking
- ✓ Open to routine work
- ✓ Open-minded, diplomatic, flexible, people-oriented.

The Internship is paid. The amount of compensation will be disclosed to selected candidates (only).

The selection process will be conducted in two stages:

1. *Written Assignment* – All applicants will be invited for this stage simultaneously. It will involve working on a practical problem assigned to the group by BLC attorneys. Each applicant will have to work on the task individually. The written assignment shall be prepared in English. The writing process shall not take more than 2-3 hours.
2. *Interview* – based on the results of the first stage, short listed candidates will be invited for an interview. Final decision will be made by BLC based on both – written and verbal skills of the applicant.

**Interested students shall send their CV to: [tivanishvili@blc.ge](mailto:tivanishvili@blc.ge) no later than 17 July 2016. Please, make sure that the e-mail address is included in the CV. BLC shall contact you on the date and venue of the first stage of selection process through the e-mail indicated therein and/or these details will be publicly announced by the administration of Tbilisi State University.**

For more information on BLC Law Office, please, visit the company web-page at [www.blc.ge](http://www.blc.ge).