

REAL ESTATE LEGAL SPECIALIST

We are looking for a Legal Specialist to join our Real Estate Legal Department, who will be responsible for lease agreements, real estate transactions, legal disputes, and regulatory support. The role is cross-functional and involves close collaboration with internal departments and external professionals. Reporting directly to the CEO, the selected candidate will be involved in the following three main areas:

1. Lease Management

- Drafting, reviewing, and signing lease agreements;
- Supporting internal teams during the initiation, renewal, or termination of lease contracts.
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2. Real Estate Transactions

- Drafting, reviewing, and signing preliminary sale and purchase agreements;
- Collaborating with notary offices to prepare deed templates for new property developments;
- Reviewing notarial deeds of sale;
- Managing relationships with notaries and assisting real estate intermediaries.
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3. Legal Disputes

- Supporting legal counsel in handling lease-related disputes and Preliminary Technical Assessments (ATP);
- Representing the company in court and mediation proceedings;
- Preparing regular reports on ongoing legal matters for the company.

In addition to the core responsibilities, the selected candidate will be involved in a range of cross-functional activities supporting internal departments, including the preparation of condominium regulations at the start of property sales and the monitoring of regulatory updates in tax, civil, and corporate law.

Requirements

- Law degree;
- Solid experience in the legal–real estate field;
- Excellent command of English (spoken and written);
- Strong knowledge of civil and tax laws related to leasing and real estate transactions;
- High attention to detail, discretion, and strong interpersonal and organizational skills.

Contract type and salary will be defined based on the candidate's experience and specific skills.

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