



POSITION CARD

DOCUMENT HISTORY_ VERSION

CREATED: 11.2024

VERSION HISTORY: 1

Position: Paralegal	Company: Arkas Hellas
Department: Legal	Report to: Head of Legal
Position Holder: Elena Dalakoura	Location: Piraeus
Replaced by: Head of Legal	Function: Legal
Manager/Individual Contributor: Ind. Contributor	Budget Responsibility: No

Purpose of the Position:

To support Head of Legal by performing tasks such as filing documents, drafting legal documents, coordinating their signing process & ensuring the smooth operation of legal processes.

Key Accountabilities:

- Reviewing and drafting BOD/ General Assembly minutes, other official internal company documents and preparing presentations for board meetings
- Assisting in corporate projects, such as increase of share capital, loans etc.
- Editing and updating legal templates
- Organizing and maintaining company's legal files and databases, ensuring all documents are up-to-date and easily accessible
- Being responsible for signature processes
- Supporting the legal team on various contracts and BOD management
- Cooperating with external partners (law firms, auditors)

Additional tasks:

- Handling of bank documentation, including AML/KYC related documents requested for account openings and throughout the bank relationship
- Monitoring payment transactions by ensuring that appropriate documentation is put in place



General Responsibilities:

Responsibilities that apply to everyone who works at Arkas Hellas Group

- Follow general company's policies
- Respect colleagues and embrace diversity
- Be consistent with company's values
- Put customer in the center of all daily activities
- Support and quickly adapt any innovations and changes within company

Knowledge and Competencies:

Qualifications that are necessary for someone to fill the position

EDUCATION

- BSC in Law
- Familiarity with corporate legal terminology
- Prior experience in a similar legal support role
- Excellent command of English (spoken and written)
- IT Literacy (Microsoft Office) with proficiency in excel
- Strong organization and time management skills with an ability to manage multiple projects and reprioritize quickly and efficiently

APPROVALS

POSITION HOLDER: ELENA DALAKOURA

M.D. People, communications and shared Services: WANDA COSTOPOULOS

MANAGER (of the position): DESPOINA PALTA