

## POSITION CARD

### DOCUMENT HISTORY\_ VERSION

**CREATED: 11.2024**

**VERSION HISTORY: 1**

<b>Position:</b> Paralegal	<b>Company:</b> Arkas Hellas
<b>Department:</b> Legal	<b>Report to:</b> Head of Legal
<b>Position Holder:</b> Elena Dalakoura	<b>Location:</b> Piraeus
<b>Replaced by:</b> Head of Legal	<b>Function:</b> Legal
<b>Manager/Individual Contributor:</b> Ind. Contributor	<b>Budget Responsibility:</b> 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**