

LEGAL AND COMPLIANCE ASSISTANT

We are a Company, based in Lisbon, part of a leader and reference international group, operating in the Gaming and Entertainment market (online and landbased).

We are currently looking for an Legal and Compliance Assistant to work in a fast-moving iGaming environment, where the main goal is to ensure the company functions are legally and ethically in line with the laws and requirements while meeting its business goals.

Primary Role and Responsibilities

- ✓ Assist the Department with administrative support, organizing documents, managing agendas and preparing legal materials;
- ✓ Data analysis and collection of information relevant to the department's performance in relation to fraud, risk and anti-money laundering (AML);
- ✓ Carry out tasks related to improving services and contacting external suppliers and/or other departments;
- ✓ Assist in the preparation of legal documents, such as contracts, agreements, statements, audits and compliance reports;
- ✓ Collaborate in the implementation of internal and external audits, mandatory or adhoc;
- ✓ Assist in identifying and mitigating legal and compliance risks, suggesting preventive actions and appropriate solutions.

Requirements

- ✓ Degree level in Law or similar area is mandatory;
- ✓ Basic understanding of the law, regulations and legal concepts;
- ✓ Similar experience in the online games, e-commerce sector, online payments or banking field is a plus;
- ✓ Confident with the IT tools: Outlook, Word, Power Point and Excel;
- ✓ Good oral, written and interpersonal communication skills in English;
- ✓ Able to adapt communication in accordance with your audience;
- ✓ Organized and resourceful;
- ✓ Discretion and confidentiality when needed, qualities that are essential in this sector.

Our offer

- ✓ An enriching and valuable experience in a playful sector!
- ✓ A full-time contract, with an attractive and dynamic salary package to match your talents and investment.
- ✓ A training with professional and passionate colleagues in a fun and challenging environment.
- ✓ An experience in a company that is in full expansion and ambitious about its development.

Please apply sending your CV in English and indicating the position Ref. LCA to info.online@estorilsoldigital.com