

# LEMAT

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## ABOGADOS

<b>EMPLOYER INFORMATION</b>	
Name of organisation	LEMAT ABOGADOS
Address inc post code	Dir: c/ Jesús y María, 16- 18009 Granada
Telephone	+34 958 22 86 60/+34 958 52 15 69 -
Fax	34 958 22 43 51
E-mail	<a href="mailto:international@lematabogados.com">international@lematabogados.com</a>
Website	<a href="http://www.lematabogados.com">www.lematabogados.com</a>
Short description of the company	An energetic and enterprising legal practice committed to providing the highest level of service at big-firm standards and with capability to undertake complex work, coupled with small-firm client care and attention to detail.
<b>CONTACT DETAILS</b>	
Contact person for this placement	Mrs Ozana Olariu
Department and designation / job title	International Law & Investment Department
Direct telephone number	+34 622 881 767
E-mail address	<a href="mailto:international@lematabogados.com">international@lematabogados.com</a>
<b>Application Procedure</b>	
Who to apply to (including contact details)	Mrs Ozana Olariu
<b>Available positions</b>	<p>We are looking for ERASMUS Interns to work with us as:</p> <p><b>A. Trainee Lawyer</b></p> <p><b>RESPONSIBLE TO:</b> Partner/ Lawyer, designated as tutor by the firm</p> <p><b>SPECIFIC RESPONSIBILITIES</b></p> <p style="padding-left: 20px;"><b>a. Participate in the Conduct of Cases</b></p> <p>These duties will be conducted under the supervision of a partner, although autonomy shall be encouraged in certain activities.</p> <ul style="list-style-type: none"> <li>• Assist in interviews with clients</li> <li>• Conduct legal research</li> <li>• Draft case papers</li> <li>• Obtain information from relevant experts</li> <li>• Assess the strengths and weaknesses of the other side's case</li> <li>• Briefing lawyers</li> <li>• Attend court with counsel and take notes</li> <li>• Maintain confidentiality</li> <li>• Legal translations</li> </ul> <p style="padding-left: 20px;"><b>b. Development</b></p> <ul style="list-style-type: none"> <li>• Participate in team meetings</li> <li>• Attend internal courses and events</li> <li>• Keep up to date with law and practice</li> </ul> <p><b>SKILLS:</b></p> <p>The intern will be expected to:</p> <ul style="list-style-type: none"> <li>- provide an efficient, professional and friendly service to clients and colleagues.</li> <li>- communicate clearly and appropriately, both orally and verbally with other parties, whilst maintaining and developing excellent working relationships.</li> <li>- develop negotiation skills with clients and other professionals to secure desired objective(s).</li> <li>- assist in the preparation of cases, usually under pressure and to tight deadlines.</li> </ul>

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	<p style="text-align: center;">The intern must therefore, be able to prioritise workloads at any given time.</p> <p><b>B. Graphic and Web Designers</b></p> <p><b>RESPONSIBLE TO:</b> Partner/ Lawyer, designated as tutor by the firm</p> <p><b>SPECIFIC RESPONSIBILITIES</b></p> <p><b>a. Main responsibilities</b></p> <p>These tasks will be performed under coordination with the Project Supervisor.</p> <ul style="list-style-type: none"> <li>• Creating and developing new and unique ideas to represent a concept</li> <li>• Maintaining and updating the corporate webpage</li> <li>• Using various computer programs to generate final project depending on the firms needs (design material for reunions, conferences, etc.)</li> <li>• Staying within timelines and deadlines for completion dates for projects</li> <li>• Keeping updates on Social Networks and sending periodical memos to the firm’s lawyers on updates and new ITC trends</li> </ul> <p><b>b. Development</b></p> <ul style="list-style-type: none"> <li>• Participate in team meetings</li> <li>• Attend internal courses and events</li> <li>• Keep up to date with new technologies and ITC trends</li> </ul> <p><b>SPECIAL SKILLS</b></p> <ul style="list-style-type: none"> <li>- Capability to work with Mac/PC indistinctly</li> <li>- Very good command of design programs (Photoshop, Indesign, Freehand, etc.)</li> </ul> <p>The intern will be expected to</p> <ul style="list-style-type: none"> <li>- To provide an efficient, professional and friendly service to clients and colleagues.</li> <li>- To communicate clearly and appropriately, both orally and verbally with other parties, whilst maintaining and developing excellent working relationships.</li> <li>- To assist in the preparation of firm events, usually under pressure and to tight deadlines.</li> </ul>
Deadline for applications	Ongoing
Requirements	<p>Language requirements: Fluent English and Spanish (knowledge of any other language is a plus). Special consideration will be given to speakers of Arabic, Chinese and Romanian. Specific skills are related to each position (please see the profiles indicated above). Have a good academic record.</p>
Application process	<p>Electronic CVs</p> <p>Letter of Motivation (specifying desired period of internship and duration)</p> <p>Language proof of English and Spanish (any official exam, including but not restricted to DELE, IELTS, CAE, CPE, TOEFL with a score equivalent to C1 in the European Scale)</p> <p>Letters of reference are not mandatory but their submission is encouraged.</p>

**1. How long is the training period?**

Minimum 3 months - maximum 6 months. Exceptionally, it can be prolonged to up to one year.

**2. When during the year is LEMAT ABOGADOS able to accept trainees?**

We are able to accept interns all year long.

**3. When can the interns apply?**

The application process runs on a continuous basis and aspiring interns may submit their request throughout the year.

**4. What profiles are we looking for?**

Please check above in the section regarding Vacancies.

**5. Should the interns bring material?**

Interns are encouraged to bring their own notebook/laptop.

**6. In which country will the interns do the internship?**

The vacancies are for the Granada Office. Depending on the needs of the firm, interns may be given the option to do part or all their internship in one of the other offices throughout Spain or with the associated law firms.

**7. Is the internship paid?**

Erasmus interns benefit from the Erasmus traineeship scholarship which has to be obtained through their respective universities. No additional remuneration can be offered by the firm, as the purpose is boosting European mobility and legal excellence through the Erasmus program and achieving specific knowledge in the legal field in a Member State other than that of origin.

**8. Will the intern receive an evaluation?**

A certificate of traineeship will be handed to all interns, accompanied by an evaluation report of the trainee's performance in the firm. We firmly believe that such internships are the right trampoline to getting your first dream job and are committed to helping you get there.