

On behalf of one of our clients, an international law firm based in Geneva, we are seeking:

2 International Arbitration Associates

- *Swiss education*
- *Common law education*

Who will report directly to the Partners and Head of Arbitration.

Responsibilities

- Assist attorneys with international arbitration proceedings, from case intake to hearing on merits before ICSID, UNCITRAL, ICDR, and ICC.
- Manage large case files including discovery documents, pleadings and correspondence files includes:
 - Researching points of law and analyzing laws and practice, developments and the technical issues associated with them
 - Analyzing discovery and evidence to develop litigation facts and strategy
 - Drafting motions, trial briefs, examination outlines and other documents
 - Conducting brief or somewhat more complex research, and/or drafting memoranda
 - Participating in witness interviews, depositions (take and defend) and/or trial testimony
 - Prepare case specific workbooks, witness files, binders for depositions, and create and assist with managing exhibit lists for hearings.
- Managing client relationships
 - Guiding clients through complex business disputes, class-actions and other litigation matters
- Training – Drafting materials for internal lectures or seminars, building up relationships with speakers and event-support.
- Marketing and Business Development - Producing newsletters for clients, arranging or assisting in marketing events, arranging client seminars.
- Communicating with clients (via telephone, E-mail and in-person)

Profile

- Bar admission. Geneva/Common Law jurisdiction qualification is preferred.
- 2-4 years post-qualification experience.
- International dispute resolution/arbitration experience particularly Construction Arbitration, Energy & Infrastructure and Natural Resources Disputes.
- Fluent English Language skills (and French is a plus).
- Strong interpersonal and communication skills coupled with the ability to assess conflicting priorities, manage work efficiently, and participate effectively in cross-border teams.
- Superior academic credentials, legal, verbal, research and writing skills, coupled with the demonstrated ability to present complex ideas to managers, clients, and the general public.
- Ability to take initiative and work independently, but also be a good team worker.
- Strong business and client development skills.
- Ability to organize and manage a complex workload.
- Results orientated problem-solving skills.
- Highly motivated and driven lawyer.

Consultant: Martine Gauderon Alec

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