



## **Part Time Job Opening: Legal Advisor**

(exact % to be agreed upon)

### ***“Must-Haves”:***

1. Higher academic education (Lawyer) with five or more years of experience as a corporate lawyer, or within a law firm.
2. Fully Bilingual (Spanish/English).
3. Experience in carrying out or coordinate legal due diligence for investment prospects both in Panama and other Latin American jurisdictions.
4. Experience in the preparation and review of all kinds of contracts and legal documents.
5. Experience in working with corporation law and investment structures in other Latin American jurisdictions
6. Effective Communications Skills: written and verbal.
7. Strong interpersonal and negotiation skills.
8. Proactive personality; capacity to interact at all levels.
9. Well Organized with structured time management experience.
10. Ability to solve problems, business and result oriented; multi-tasking flexibility.
11. Hard worker with a positive attitude towards a small team of colleagues; team player.
12. Stable and Responsible person.

### **Additional “Pluses”:**

- Experience with multinational companies
- Openness to continuous learning processes
- Knowledge of Portuguese
- Work experience in a legal environment other than Panama

### **Legal Advisor: Job Description**

The Legal Advisor will be responsible to analyze and synthesize all legal documents related to investments and identify the inherent risks of such documents/investments in any Latin American country for the in-house analysis before a potential due diligence process starts. Once decided to enter due diligence phase, he/she will conduct analysis and interact with local due diligence 3<sup>rd</sup> party lawyers in any given country and will have to be proactive in applying common sense to terms and legal wording, and propose and negotiate solutions during the investment process.

Initial activities will generally focus on analyzing NDA's, MOU's and term sheets of preconditions to start investment negotiations. Usually, the initial contact and the exchange of information will come from and be coordinated with the investment managers, analysts, CFO and CEO. In case the investment process progresses, exchanges will be expanded to interact with promoters, company owners or co-investors, and their respective lawyers. In the final stage such exchanges will include interactions with due diligence lawyers in the country of the investment, the CEO, the CFO; and the tasks of the Advisor include proactive participation in the final draft and negotiations of the final investment documents, such as share purchase agreement, shareholder agreement, and changes to the articles of association of a current company or the revision of new by-laws for an SPV created for such purpose.

Once made an investment, the Legal Advisor might be in touch with local 3<sup>rd</sup> party lawyers in the country an investment has been made, in case there are developments in such portfolio company, which require legal advice.

Finally, the Legal Advisor will accompany the Investment Managers, CFO and CEO during the stage of exiting an investment, in case Ecos launched an exit process. This may again include interaction with local 3<sup>rd</sup> party lawyers. He/She will report to the CFO of Ecos.