

LAW FIRM	
Description	Law firms specialized in Commercial Law, Corporate Law, Civil Law, Labour Law, family Law, Administrative Law, Banking and Financial Law
Area	Assisting in the different areas of the law firm. The intern will define the different activities at the internship during his/her stay according to his/her abilities, interests and needs. This position allows you to acquire experience in different law fields through your incorporation to the work methods of the firm and working together with the firm's lawyers in many activities such as studying cases and litigations, looking for bibliography.
Organization Type	Private Practice – NGO
City	Córdoba
Work Schedule	This position requires a minimum time commitment of 20 hours per week. Minimum commitment: 8 weeks. It is not available from December 10th to March 1st – 20 days in July
Primary Responsibilities	<ul style="list-style-type: none"> Assisting with Legal files management and legal services. Investigating and reporting the chosen topics. Collaborating with administrative tasks Studyng cases and litigations Looking for bibliography Negotiating with public agencies and tribunals Preparing and send outgoing faxes, mail, and packages
Qualifications & Studies	This internship is recommendable for law students
Required Skills	<ul style="list-style-type: none"> Communication skills Presentation and writing skills Self confident Able to work in team as well as on his/her own Law student MS Office knowledge Responsible Organized

Application Requirements

Over 18 years old up to 35.
University student or graduated.
Correlation between your studies and/or work experience and the placement you are requesting.
Level of Spanish: intermediate +.
Adaptable to other cultures, lifestyles and conceptions of work.
Commitment to the Host Organization, its rules and tasks.
Respect start and end dates of the program according on your nationality and legal requirements of the entry country.
Accident, illness and third party liability insurance coverage.

Please note: Responsibilities can vary according to the needs and resources of the Host Organization at the moment of your internship. This position is subject to the Host Organization's decision and depends on availability at the moment that the participant applies. **It is not available from December 10th to March 1st – 20 days in July.**