

Supervisor Legal & Compliance

Location: Vareš, Bosnia and Herzegovina

About the Position

As a **Supervisor Legal & Compliance**, you will be responsible for coordinating and providing legal support to the company's operations, monitoring legal and regulatory obligations, and managing compliance-related activities.

This position plays a key role in drafting, reviewing, and negotiating contracts and other legal documentation, identifying legal and regulatory risks, monitoring deadlines and obligations, and coordinating cooperation with internal teams, external law firms, consultants, and competent authorities.

The role focuses on proactive management of legal and compliance matters, accurate document management, timely reporting, and consistent application of internal procedures and applicable legislation.

Key Responsibilities

- Draft, review, and negotiate contracts, amendments, legal opinions, correspondence, and other legal documents;
- Provide legal support to business operations, including inspections, permits, regulatory requirements, projects, procurement, and tenders;
- Conduct legal research and provide clear summaries, recommendations, and practical guidance;
- Monitor legal and regulatory obligations, deadlines, permits, contractual commitments, and required submissions;
- Identify legal and compliance risks and propose appropriate mitigation measures;
- Coordinate litigation, administrative, and enforcement-related documentation and activities;
- Coordinate cooperation with external law firms, consultants, notaries, regulators, and other relevant stakeholders;
- Support the implementation of GDPR and personal data protection procedures, including the management of related records and incidents;
- Maintain accurate and up-to-date legal and compliance documentation, registers, and reports;
- Coordinate priorities within the Legal & Compliance team and provide support to team members;

- Support the onboarding of new team members and contribute to the improvement of legal and compliance processes;
- Perform all duties in accordance with company procedures, applicable legislation, and professional standards.

Required Qualifications and Experience

- University degree in Law;
- Minimum 5 years of relevant experience in legal, compliance, or corporate governance roles;
- Experience working in a company, law firm, or consultancy environment;
- Experience in drafting, reviewing, and negotiating contracts and other legal documentation;
- Experience in providing legal support to business operations and handling regulatory matters;
- Experience in identifying and assessing legal and regulatory risks;
- Knowledge of personal data protection and compliance regulations;
- Proficiency in English;
- Advanced computer skills;
- Category B driving licence;

Preferred Qualifications

- Experience in an industrial, infrastructure, energy, mining, or similar operational environment;
- Experience working with external law firms, consultants, and notaries;
- Experience monitoring regulatory obligations, permits, inspections, and administrative proceedings;
- Knowledge of legal and compliance document management principles;
- Experience preparing legal analyses, reports, and obligation registers;
- Understanding of personal data protection processes and the implementation of internal procedures;
- Ability to coordinate team activities and set priorities;
- Experience in improving legal and compliance processes

What We Offer

- Support for professional development and continuous learning;
- The opportunity to work on complex legal and regulatory matters in an industrial environment;
- Cooperation with experienced legal, business, and operational teams;
- Opportunities for long-term professional development;
- Organised transportation in accordance with the work location.

How to Apply

Interested candidates are invited to submit their application to posao@dpmmetals.com, clearly stating the position they are applying for in the subject line.

Thank you for your interest in joining our team, and best of luck with your application!

