



Compliance Officer

- Join one of Australia's most successful franchise companies - based in Adelaide, SA
- Gain experience in the legal framework surrounding the Australian franchise industry in Australia, skills in considering commercial outcomes when applying legal concepts, and practice in drafting legal correspondence to franchisees.
- Dynamic, modern company
- Part of a national team

We are a national company operating in the beauty industry with over 70 salons and a head office based in Adelaide.

What are we looking for?

An exciting opportunity has arisen for a talented individual to support the Head Office team as a Compliance Officer. Reporting to the CEO, your primary responsibilities will include assessing franchisee conduct against terms in franchise agreements, drafting Directives letters to franchisees, and maintaining a database of all correspondence made to franchisees. A good working knowledge of Microsoft Word and Outlook is essential.

We are seeking expressions of interest from second/third year law students who have completed contract law and property law at a minimum. Completion of any legal drafting courses would be advantageous.

Essential requirements are:

- Completion of contract law and property law
- Excellent communication and time management skills
- Excel skills (and CRM updating). That is, adding info to the CRM platform regularly
- Ability to work under pressure and maintain a high attention to detail
- Corporate presentation and professional attitude
- Ability to work in a team environment

The successful applicant will be employed on a casual basis and will be required to commit 15-20 hours per week at our head office in Rundle Mall on an on-going basis. The role can be worked at flexible times and days to accommodate study and exam commitments.

What is on offer is:

- Experience of the legal framework surrounding Australian franchising, including individual franchise agreements, commercial leases and the Franchising Code of Conduct
- Practice in the application of legal concepts in a commercial context and drafting correspondence to external stakeholders including franchisees
- A strong team environment
- Salary to be negotiated with the successful applicant.

To apply, please send a covering letter, academic transcript, and CV to legal@essentialbeauty.com.au by **Friday, 8th March, 2019**.