

## **Operations Internship Opportunity at Gofaizen&Sherle!**

We are excited to invite you to apply for an internship in our Operations Department at **Gofaizen&Sherle!**

We are an international legal consulting company providing **legal, compliance, licensing, accounting, and HR solutions to help FinTech businesses** establish and scale operations across jurisdictions. Our team collaborates with innovative companies, guiding them through complex regulatory landscapes.

### **What You Will Do**

As an **Operations Intern**, you will gain hands-on experience in various aspects of our operations. Your key responsibilities will include:

- Assisting in collecting and preparing documents for service delivery.
- Communicating with clients and providing support throughout the process.
- Collaborating with internal departments to compile necessary documentation.
- Interacting with partners, notaries, and other external stakeholders.
- Working extensively with documents and data management.

### **Who We Are Looking For**

We seek a **motivated and detail-oriented student** who:

- Is in their **second or third year** of studies or completing a **bachelor's degree** in **law, finance, or business administration**.
- Has **strong written and verbal English skills**.
- Has **Russian proficiency at B2-C2 level**.
- Is interested in crypto technologies and the FinTech industry.
- Is proactive, communicative, and a strong team player.
- Can work independently and make decisions when needed.
- Has a high level of **attention to detail** and is comfortable handling large volumes of data.
- Is **organized** and able to meet deadlines.

### **Why You'll Love Working With Us**

- Be part of a **motivated team of young professionals**, eager to share their expertise.

- Gain valuable **insights into FinTech companies, sales, legal practice, and product management.**
- Participate in **process improvement initiatives** to enhance efficiency.
- Apply and develop your **academic knowledge** in real-world scenarios.
- Work in our **modern Vilnius office**, located in the city center, with a cozy kitchen and great spaces for collaboration.

### **Potential Career Opportunity**

Exceptional performance during the internship may lead to a **full-time job offer**. We value **talent and dedication**, and outstanding interns are always considered for permanent positions.

This internship will provide you with **valuable industry insights** and help you develop **practical skills** essential for your professional journey.

### **How to apply:**

**Feel free to submit your resume (CV) and brief cover letter to this email address:**

[info@gofaizen-sherle.com](mailto:info@gofaizen-sherle.com)



**Gofaizen**  
**& Sherle**