

International Opportunity

Job Title : Asst. Manager – Legal Services
Authority : Individual Contributor role
Reporting to : Sr. Manager – Legal Services
Company : A large industrial organization, with headquarters in the GCC having manufacturing facilities in the Middle East and Africa.

Job Responsibilities:

1. Drafting, reviewing and vetting of Commercial Contracts and other day to day business related contracts / transaction documents pertaining to various departments / functions of the Company.
2. Assist the Sr. Manager in coordinating legal due diligence exercise for new investments, acquisitions, drafting and review of Share Purchase Agreements (SPAs), JV Agreements and the related transaction documents.
3. Dealing with the legal issues arising out of commercial contracts, analysing the risks and supporting the business with action plans for mitigation.
4. Review of Insurance Policies of the Company.
5. Review and vetting of Banking and Finance related agreements and documents.
6. Day to day business related legal support or advice to various departments / functions of the Company.
7. Handling of litigations of the Company and IP matters.
8. Handling all matters relating to the shareholders and Board of Directors' meetings, statutory compliance and Corporate Governance matters for all the Group Entities, including in particular the Indian Entity
9. Determine standards for legal service delivery in consultation with the Sr. Manager and adhere to those standards.
10. Review and standardize formats of legal and commercial documents.
11. Assist various departments in risk analysis and identifying mitigation measures.
12. Assist Sr. Manager in other matters as may be required.

TARGETS:

1. Ensuring timely review and vetting of agreements and transaction documents.
2. Ensuring timely delivery of legal services to internal clients.
3. Risk analysis and mitigation through effective legal review and processes.
4. Ensure timely compliances with the applicable laws in relation to the group companies globally.

NECESSARY ATTRIBUTES:

- I. Strict confidentiality to be maintained
- II. Integrity of data and information entrusted / passing through to be ensured
- III. Excellent written and verbal communication skills in English is imperative
- IV. Competent knowledge and use of Microsoft office.
- V. Must be a self-starter and with ability to work independently
- VI. Ability to work in a fast-paced environment and within tight deadlines
- VII. Strong interpersonal, presentation and communication skills
- VIII. Ability to work in a multicultural environment

QUALIFICATION AND EXPERIENCE:

- Should be a member of the ICSI, New Delhi
- Bachelor's degree or above in Law from an University of good standing (Mandatory)
- 5 to 10 years of qualitative work experience in the Legal Department of a reputed / multinational Company and / or in a Law Firm
- Experience in dealing with other jurisdictions or worked in a multi-national company shall be preferred
- Sound knowledge of international contracts, private international law, corporate / company law

ADDITIONAL INFORMATION:

- Ready to relocate outside India
- Holding a valid Passport
- Only shortlisted candidates will be called for interview
- If selected, should be ready to join within shortest possible time

APPLY AT:

Interested candidates apply at <https://apps.icsi.edu/PlacementApp/>