

## Legal Manager

### Responsibilities:

- Successful candidate is expected to support the Head of Legal Services and the team in structuring legal documentation and liaise with external lawyers to ensure legal documentation are properly and accurately drafted in such way where the corporate spirit is properly reflected.
- The candidate will be responsible in drafting and negotiation of corporate and commercial agreements and is expected to provide high quality, accurate and timely legal advice.
- He/she is also expected to provide legal support in the Company's day-to-day operations and in the implementation of agreements.
- Besides that, the candidate is expected to advise the management on all legal matters under contract, legislation or law by ensuring compliance with all applicable contractual, statutory and other legal requirements, and, dealing with correspondences, collating information, writing reports, ensuring decisions made are communicated to internal clients/relevant departments.

### Requirements:

- Candidate must possess at least a Bachelor's Degree in Law or equivalent from an accredited university
- At least 3 – 6 years of working experience in handling corporate legal matters and legal projects
- Sound knowledge of company law and corporate/commercial issues
- A team player of high integrity and professionalism
- Excellent interpersonal and communication skills