

ASSISTANT LEGAL MANAGER

Job Description

- Set up, organise and manage company secretarial matters for all companies within the Group including but not limited to the filing of company secretarial documents with the Companies Commission of Malaysia.
- Drafting of company secretarial documents including but not limited to forms under the relevant statutes and regulations, resolutions, minutes and other ancillary documents.
- Implementation of policies to ensure consistency and compliance with statutory requirements, company secretarial practice and corporate governance.
- Drafting, vetting and advising on legal documents including but not limited to tenancy agreements, licences and accommodation agreements.
- Advising various departments and companies within the Group on legal matters.
- Liaising with external lawyers on regulatory and legal matters.
- Attending to and solving legal issues that may arise from time to time.
- Conduct legal training on the application of laws, regulations and internal policies.
- Conduct legal research and perform any other tasks as assigned, if any.
- Translation of legal and other documents from Chinese to English and vice-versa.
- Attending to such other legal matters as may be assigned to you from time to time.
- Any other tasks assigned by your immediate superior or the Management.

Job Requirements

- Possess at least a Bachelor's Degree in Law from a recognized university or institution of higher learning or equivalent with at least 3 years of relevant working experience.
- At least 5 year(s) of working experience in the related field is required for this position.
- Good drafting skills (agreement, letters) are pre-requisite for this position.
- Fluent in oral and written English and Bahasa Malaysia as well as high proficiency in Microsoft Office.
- Knowledge of the Chinese language (Mandarin).
- A sound knowledge of contracts and companies law.
- Able to multi-task and work independently with minimum supervision and able to meet tight deadlines.
- Must be proactive, resourceful in problem solving, innovative and always strive for continuous improvement.
- Preferably a Practising Lawyer in Litigation or Corporate matters.