



AM Legal and Secretarial

Responsibilities:

- Managing legal & compliance requirements of countries in which the company operates or has business relationship.
- Interaction with various departments for all supports in Drafting, Developing & signing of all agreements with Vendors/ Suppliers/ any other third party
- Drafting, Developing & signing of all agreements with Customers/ Vendors/ Suppliers/ any other third party
- Setting up new offices in various countries after evaluating all legal & compliances requirements.
- Maintaining all Legal Records, Registers, & managing Audit with various authorities
- Attending Court hearings if any on behalf of the Company
- Conducting Legal Research
- Avoiding Legal Risk in the Company
- Drafting of notices, reply to notices received from or issued by the company

Qualification:

- LLB Qualified
- CS + LLB is a Plus
- 2 – 3yr of experience

Skill:

- Good communication skills
- Good presentation skills
- Accounting Knowledge