

Assistant Manager (Legal)

(Location: Mumbai)

Job description:

- Drafting of various agreements including lease, leave & license, manpower contracts, outsourcing agreements, Mutual Fund distribution agreements, Memorandum of Understanding, etc.
- Drafting of Various letters, notices, Prospectus
- Vetting of Documents and Agreements.
- Providing with opinions on various provisions of laws.
- Handling functions pertaining to various legal and statutory matters like preparation of replies of the complaints filed by other parties; attending the legal proceedings of the cases such as civil, criminal, consumer cases, etc. Also, preparing brief for Lawyers in the matter of civil & criminal suits and drafting Legal Notices
- Appointing and maintaining sustained contact with legal professionals for initiating and following up on legal procedures
- Advising on good governance practices and compliance of Corporate Governance norms

Desired profile of the candidate:

- Experience of minimum 2 to 3 years in the Legal Department of BFSI companies/Law firms
- Minimum qualification: Law Graduate from a recognised University (3 year/5 year course)