

## **LEGAL SECRETARY**

We invite suitable qualified candidates for the following position :

Position : **LEGAL SECRETARY**

No. of Vacancy : 1

**Requirements / Responsibilities :**

1. Must possess any relevant professional qualification in law or relevant experience in law firms;
2. Fresh graduate is encouraged;
3. Pleasant personality, motivated person and able to communicate with all level;
4. To assist Head of Department (HOD) in all legal matters;
5. Vet and comment on all commercial agreements, contracts and related documents;
6. Assist all legal matters relating to land, conveyance, tenancy, joint venture and application to local authorities, etc;
7. Review litigation cause papers when needed;
8. Manage and coordinate with external solicitor and other third party advisors on Company's legal matter and litigation matters;
9. Filing and updating legal matters at all times;
10. Any other duties and responsibilities as assigned by the Management/HOD from time to time.

Those interested, please write in / contact HR Department.

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