



Job responsibilities

Pro-actively manage ESCATEC's exposure and risk prior to contract signing by ensuring contractual terms and conditions promote the company interest and limit exposure to potentially adverse outcomes.

- Responsible to handle all enquiries/matters in relation to legal matters, provide legal opinions and proposals for resolution of legal issues.
- Drafting, reviewing, and negotiating various commercial contracts and legal documents and transactional support on key deals and projects.
- Conducting research, analysing and writing correspondence, legal opinions, contracts and reports, and able to identify legal implications of business strategies.
- Monitor litigation matters for the company and report to management on progress of files and cases.
- Managing and mitigating legal risks by designing and implementing company policies and procedures.
- Develop contract proposals to support organizational goals.
- Ensuring compliance with all laws and regulations that apply to the business.
- Keeping up with current changes on all relevant areas of laws and contributing to the enhancement of the knowledge base of the company's legal function.
- Managing standard contracts and maintaining accurate contract records.
- Monitoring of legal documentation from initial to completion stage.
- Designing and delivering legal training to the business.
- Communicating with and managing any third-party bodies such as external counsel, agent or auditor.
- Undertake such duties as and when assigned by the head of department and/or the corporate management.

Job requirements

- Bachelor's Degree in law (LLB) or relevant disciplines.
- Have a minimum of 5 years work experience either as a legal advisor in a manufacturing company and/or experience in corporate/commercial practice is preferred.
- Possess strong written and oral communication skills in English and Mandarin.
- High degree of professional ethics and integrity.
- Be a proactive, hardworking, meticulous individual and able to work independently and deliver high-quality work under deadlines.
- Be a highly analytical and strong business rational thinker and able to deliver practical solutions that meet management needs.

Contact

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