



ESCATEC Legal Assistant

Penang

Corporate

Job responsibilities

Assisting the Corporate Legal team with review of contract proposals together with management of relevant databases and secure filing and recording of contracts and other corporate documents.

- Assist in the provision of legal and corporate affair matters for the company and support the Group as well as its related companies (domestic and overseas operations) on legal matters
- Prepare and assist in the drafting, analysing, preparing and reviewing various commercial agreements including but not limited to standard and non-standard commercial contracts with customers, suppliers and partners
- Monitor and maintain legal database and secure filing system for all company legal documents, contracts, property titles, intellectual property applications, and architectural drawings and related documents for all factories and buildings of the Group
- To perform all legal and administrative tasks assigned by the superior including organizational administrative support for the department, arranging for the execution and signing of legal documents, stamping and distribution of contracts and documents to respective parties
- Conduct necessary legal research to keep abreast of applicable laws and regulations
- Any other duties and assignments as assigned by the superior or Management

Job requirements

- Candidate must possess a Bachelor's Degree in Law or equivalent
- Ideal candidate must possess at least 3 to 5 years of industry working experience (candidate with in-house corporate experience is highly preferred)
- Good understanding of legal aspects of corporate and commercial matters
- Able to concisely explain legal situation to various business units and manage international stakeholders
- Able to work under a challenging, dynamic working environment and delivery quality result within tight timelines
- Analytical, meticulous and able to work independently with minimum supervision
- Good command of written and spoken English (candidate with Mandarin speaking and writing skills will be an added advantage)

Continued...

Legal Assistant

Contact

Please send your cover letter, resume/CV, diplomas/certificates and a current photo to:

Ms. GH Ho

Senior HR Officer

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