

Senior Associate, Legal

Responsibilities:

- Attend meetings and discussions with the Management, relevant authorities, external lawyers, vendors and bankers to discuss, resolve or finalise any issues.
- Provide necessary legal advice and support to the Management and internal divisions / departments / units to ensure legal and other issues are resolved effectively and efficiently.
- Prepare and / or review draft contracts, agreements, Memorandum of Understandings, letters, policies, procedures (internal & external) and all other legal documents for internal & external parties.
- Conduct legal research and keep abreast with development and updates in relevant laws and regulations applicable to the business.
- Liaise and coordinate with external lawyers and stakeholders related to legal services and other matters.
- Conduct and coordinate legal training to internal and external parties.
- To prepare the relevant legal templates to be adopted by the relevant parties. This includes agreements in relation to construction, sales, outsourcing partners, service agreements, etc.
- Continuously review the PR1MA Act 2012 to ensure the processes are available and in order.
- To ensure all legal appointment are done in a timely manner and within the budgeted or approved costs.
- To coordinate / supervise any litigation action against or for the Company.
- Provide assistance in risk or any corporate governance related areas.
- Attend to all other general legal duties.
- Other ad-hoc duties assigned by superior from time to time.

Requirements:

- LLB undergraduate Degree. A Masters Degree will be an added advantage.
- Possess 5 years of legal experience ideally in a construction and property organisation or from a reputable law firm, with a proven track record in drafting of legal documents.
- Possess knowledge of regulatory law and legal aspects of construction and property development industry.
- Good interpersonal skills especially in dealing with stakeholders, authorities, etc.

- Good communications skills – written and spoken.
- Initiative, results driven and able to work independently.
- Team player with ability to multi-task.
- Able to work under pressure to meet tight deadlines.
- Possess the right mind set of getting things done and positive attitude to commit and grow with the organisation.