

Legal Assistant

Responsibilities:

- Compile legal / contract documents for review.
- Conduct day-to-day administrative functions such as compilation and filing of all legal documentations and correspondences.
- Coordinate and manage departmental administrative needs.
- Liaise with employees in other departments and external contacts / clients pertaining to administrative matters of department.
- Typing, photocopying, scanning and faxing documents.
- Coordination of meetings / appointments & etc.
- Ensure that the administrative records of department are kept up-to-date and necessary filing are made available on a timely basis.
- Support the coordination of activities, events and other initiatives organised by the department.
- To prepare draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements.
- Other ad-hoc duties assigned by superior from time to time.

Requirements:

- Diploma of Public Administration / Business Studies or equivalent.
- Possess 2-3 years of working experience in similar industry.
- Possess working experience in a law firm is an added advantage.
- Proficient in Microsoft Office applications.
- 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.