

POSITION DETAILS

Department	Location	Reporting to	Band
Legal	Mumbai	CFO	M1

QUALIFICATION DETAILS

Qualification	Min. Relevant Experience	Industry preference
Mandatory - Bachelor's degree in Law, LLB. Added advantage - CS	7-10 Years	NA

JOB DESCRIPTION & SPECIFICATION

Job Description	<ul style="list-style-type: none"> • Prepare the appropriate legal documents for trial or court proceedings. • Evaluate new business partnerships with vendors and subcontractors. • Represent the company in legal proceedings. • Design and oversee the company's policy and position on legal matters. • Protect the company against legal risks and violations. • Examine the legal issues related to new products and services. • Negotiate deals on behalf of the company and drafting of agreement. • Guide management on regulatory and compliance issues to ensure compliance with legal regulations. • Writing, speaking and listening effectively - Writes, speaks and presents information effectively, clearly and with brevity. • Communicates to improve understanding, decision-making and performance. • Composure - Handles unexpected events calmly. • Successfully copes with unintended consequences. • Helps co-workers thrive in stressful situations. • Acts with the highest level of professionalism and maturity during crisis situations. • Dealing with ambiguity - Works effectively in situations involving uncertainty or lack of information. • Effectively handles multiple projects or tasks at the same time. Is open to and responds flexibly to change. • Open communication - Willing to ask and honestly answer the tough questions. Treats others' opinions with respect. • Fosters open communication and candid discussions. • Shares information that helps others do their job well. • Company-wide perspective - Able to assess broader and deeper impact of decisions. Focuses on what is right for the company. • Does not act in ways that sub-optimize for the overall business. • When possible, encourages cross-functional and cross business brainstorming and project teaming.
Preferred Skills	<ul style="list-style-type: none"> • A minimum of 10 years' experience as a corporate lawyer. Age between 30-40 yrs. • Excellent communication skills, both verbally and in writing. • Highly analytical with a strong attention to detail. • Outstanding managerial and negotiation skills. • Should be willing to travel across India. • Should be confident, process-oriented with good interpersonal skills. • Ability to handle pressure.