|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Designation** | Executive - Legal | **Grade** | Level 1 - Executive |
| **Reporting to** | Assistant Manager- Legal | **Location** | HO, Mumbai |
| **Function** | Finance | | |
| **Job Purpose** | This role requires a dynamic candidate who can contribute to corporate legal activities at an NBFC. | | |
| **Role** | * Assist and Close Contracts   + Creation of standard drafts of various Service Agreements, MSAs, NDAs etc and periodic review of said standard drafts.   + Assist in review, negotiation and closure of all vendor contracts (IT, HR, Business, Collections, General Contracts etc)   + Assist in review, negotiation of leave & license agreements, Letter of Intent, Amenities agreement etc.   + Review, execution & maintenance of Non-Disclosure Agreements (NDAs)   + Conduct execution at central level. * Assistance in Preparation of Customer Loan Documents   + Assist in preparing loan documents for the Company for new/existing products,   + Conduct a periodic review of loan documents,   + Create a process & adopt practises for maintenance of loan documents (document dictionary, version control, tracking changes etc)   + Assist in review of loan documents for co-lending transactions initiated by the Company,   + Maintain repository of the loan documents finalised for co-lending transactions,   + Create and maintain contract management for co-lending transaction activities,   + Keep abreast with regulatory amendments impacting loan documents. * Assistance for Digital Activities   + Assist in drafting of Terms of Conditions (T  & Cs) for various digital initiatives taken by the Company   + Conduct periodic review of the existing T & Cs   + Maintain repository of the all the Digital T & Cs. * Supporting work related to Intellectual Property   + Assist in filing of IP Trademark applications & tracking approval status   + Maintain IP database * Assistance in Legal Advisory   + Conduct research on various topics (legal advisory) on need basis   + Conduct legal review of SOPs of new processes, business requirements on need basis   + Conduct a detailed review & analysis of the Privacy Act & adopt practices in accordance with Act for the Company   + Create a Legal Standard Operating Process (SOP) for the legal team to operate for its daily conduct of activities   + Keep abreast with regulatory amendments impacting Company * Maintenance of Legal Repository   + Maintain physical & digital repository of all executed contracts   + Maintenance of Legal MIS for all contracts   + Create contract management & covenant tracking process for the Company   + Create & map actionable arising from significant contract to Internal teams /Company as the case may be | | |
| **Qualification** | Essential – LLB (5 year or 3-year course)  Preferred – LLB along with CS | | |
| **Experience** | A law graduate with 0-2 years of past work experience dealing with contracts or working in a corporate legal team function of organizations; law firm experience may be considered.  For freshers prior internship experience will be a must. | | |