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| **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
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| **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. |