



Position: **Legal Admin Assistant**

Service Group: **Office of the Corporate Counsel Services**

**Qualifications:**

- Candidate must be a graduate of a Business/ Legal course.
  - Political Science or Legal Management graduate is an advantage
- At least 1 year of professional experience in the related field is required.
- Knows how to drive

(Liaison Work/ leg work; legal documentation.)

**Job Description:**

- Assists in the preparation of transactional documents;
- Monitors documents/ requests traffic;
- Handles the safekeeping and archiving of OCCS documents;
- Maintains a logbook of all documents received, assigned and released;
- Serves as a liaison officer for notarial services;
- Serves as the point person for basic clerical tasks;
- Facilitates and arranges appointments and meetings;
- Makes follow-up or monitors the status of requests, documents and contracts;
- Responsible for keeping and monitoring office supplies;
- Performs other related duties and functions as may be deemed necessary;