



Position: **Legal Officer**

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

Qualifications:

- Candidate must be a graduate of Bachelor of Laws / Juris Doctor
- At least 1 year of professional experience in the related field is required.
- Practice of law in business, labor and taxation
- Knows how to drive

Job Description:

- Provides and review legal opinions, comments, proposal, contracts and other corp. legal agreements;
- Drafts and reviews company policies and memorandums;
- Recommends resolution on disciplinary action;
- Assists in the preparation of legal contracts, deed, leases and other legal papers;
- Assists in the preparation of cases and hearings;
- Prepares, reviews and organizes case files;
- Perform other related duties and functions as may be deemed necessary;