

Job Opportunity

Junior Executive, Legal Affairs

Job Responsibilities

- Taking care of legal documents and performing all the duties required to keep legal documents of the University up to date.
- Drafting required legal documents for the University.
- Providing legal opinion on relevant matters.
- Keeping the Authority up to date with changing legislation.
- Keeping track and maintaining the suits/cases on behalf of the University
- Assisting Solicitors and working alongside Paralegals, Legal Secretaries and other legal professionals, visiting courts to assist in the presentation of suits/cases.
- Maintaining liaison and performing duties with various Govt. and other financial and non-financial institutions.
- Reporting to the Authority regarding the activities required for legal compliance.
- Any other responsibilities assigned by the Authority.

Academic Qualifications

- Graduation in Law from any reputed institution. Candidates having Post-Graduate Degree and previous relevant work experience (e.g. apprenticeship in law firms etc.) will get preference. [Freshers are also encouraged to apply].

Additional Requirements

- Excellent in written and verbal communication skills
- Knowledge of all applicable laws, Rules and Regulations
- Ability to prepare complex legal documents
- Ability to assess risk factors and liabilities and to provide legal interpretation.
- Ability to work under-pressure, work even after the scheduled work hour as well as travel out of city if required
- Fluent in English.
- Sound knowledge in computer skills (MS Office & Internet).

Salary, Compensation and Other Benefits

- According to University Policy

Employment Status

- Full-time

Application Instruction

- Please send your updated CV with recent photograph to hr@aiub.edu. Please mention your position on the email subject line.

Application Deadline

- December 8, 2021

