

We are Hiring Executive – Legal

Job Responsibilities

1. Ensure agreements that are in legal framework and vetted to meet company requirements and protect the company from legal risk.
2. Conduct Research on contemporary changes in laws related to our business or any laws that can have a direct or indirect impact on the business and suggest the changes required in the Legal framework.
3. Coordinate with external lawyers and monitor the progress of litigations.
4. Synchronize with different Departments and provide opinions to resolve different legal issues.
5. Represent the company in different legal proceedings before different courts of Bangladesh.
6. Prepare draft and vetting business contract, Service Level Agreement, and MOU in various legal issues.
7. liaison with different regulatory authorities, government offices, and other relevant bodies.
8. Interact with Parent Company Legal and Regulatory, incorporate their feedback, answer queries on time.

Employment Status: Full-time

Educational Requirements:

- LLB with a decent score in the CGPA.
- LLM and Advocateship would be appreciated.

Additional Requirements

- At least 1 year experience in same field.
- Work with extreme pressure & meet the strict deadline.
- Good in Microsoft Office.

Job Location: Dhaka

Salary: Negotiable

Please Send your updated CV along with cover letter mentioning “**Executive –Legal**” in subjectline to career@paperfly.com.bd within **31st May 2022**.