

**SENIOR GENERAL MANAGER
LEGAL DIVISION
(Cyberjaya, Selangor)**

Job Descriptions

- To lead and manage the Legal Division in handling and dealing with all matters referred to it.
- To provide legal advice and opinions to Company accordingly.
- To conduct research work and prepare legal opinions of the Company on matters arising and affecting the Company from time to time.
- To liaise & coordinate with external solicitors in respect of all legal issues, opinions and update of litigation.
- To provide legal support services regarding contractual activities including drafting, reviewing contracts, conduct negotiation and completion of contractual agreements or arrangements.
- To provide advice on general corporate agreements such as non-disclosure agreements, service agreements, etc.
- To provide legal support on managing industrial relations and disputes matters.
- To perform Company Secretary function.

Requirements:

- Bachelor Degree in Law from recognized universities. Professional Degree or Master's Degree in Law will be an added advantage.
- At least 20 years working experience in corporate law / legal exposure especially in handling corporate legal issues and contract negotiations and / or litigation.
- Experience in projects management and maintenance. Experience in Company Secretarial services will be added an advantage.
- Strong experience in drafting, reviewing and negotiating a wide range of commercial documents and general legal advisory work.
- Strong organization, negotiation, communications and interpersonal skills.
- Independent, resourceful, self-motivated, pro-active, meticulous and good commercial mind.

Interested applicants are encouraged to send CV via email to humanresource@pblt.com.my

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