

# VACANCY

## LEGAL OFFICER, LEGAL & GOVERNANCE DEPARTMENT

2 contract positions available  
(*Cyberjaya, Selangor*)

### Responsibilities:

- To assist in coordinating and managing the provision of legal services and legal implication towards the Company's business and daily operations.
- To assist in litigation monitoring, reviewing legal documentations and liaising with internal departments, external parties dan external solicitors in respect of litigation, arbitration and dispute matters involving the Company.
- To assist Legal and Governance Department (LGD) daily tasks and operation, particularly in drafting and preparation of documents (involving contractual, corporate, commercial and tender related matter), correspondences, completing forms, instruments and others legal documents related to Company's business and operations.
- Assisting the Management and business units within the Company in structuring transactions and projects, assessments of legal risks, corporate exercises as well as domestic inquiry procedures.
- To ensure smooth and proper management and administration of legal matters including work in progress, maintaining and updating list of panelship and template agreements.
- Conducting research in legal and regulatory issues and keep abreast of the developments and changes in law relevant to the Company's operation.
- Updates job knowledge and self-development by reading publications, participating in continuing educational trainings and maintaining personal networks.
- Undertaking any other duty as may be assigned by superiors from time to time.

### Requirements:

- Possess a Degree in Law or equivalent from a recognized University.
- Minimum 3- 5 years of relevant working experience in the related field.
- Very good in communication and writing in English and Malay.
- Proficient in drafting legal contracts or documents.
- Willing to learn, able to use diplomacy, discretion and judgment appropriately.
- Strong analytical, problem-solving & interpersonal skills.
- Possess good interpersonal with high integrity.
- Meticulous, able to work under pressure in meeting tight schedules and deadlines.

Interested applicants are encouraged to send CV via email to [humanresource@pblt.com.my](mailto:humanresource@pblt.com.my)

Posting Date: 04 October 2024