

**Leading MNC-FMCG Client is urgently looking  
Junior Manager – Legal Affairs  
Location: Karachi**



**Job Specification:**

**Qualifications:** LLB

**Experience:** 2 to 3 years

**Skills:** Legal action /Grievances handling knowledge ,  
Pro-active, self-motivated

**Job Description:**

**Job Title:** JM Legal Affairs

**Job Location:** Karachi

**Salary:** up to 65k



**Job Duties:**

- \* Draft Reply to legal notices and notices received from any government or regulatory body.
- \* Draft/vet contracts and agreements
- \* Assist in making of IP & litigation database
- \* Follow-up on lawsuits/litigation/matters with external counsels
- \* Provide legal opinion to other departments
- \* Monitor the implementation of corporate laws.
- \* Research work
- \* Draft and review various company documents.
- \* Prepare legal correspondence
- \* Liaison with Lawyers regarding Progress of Cases
- \* Assisting in Corporate Secretarial Compliance work
- \* Drafting, Compiling, Formatting and Printing of Legal Documents
- \* Record keeping and achieving

Candidates having relevant experience and qualification can send their updated profiles,  
till [October 12, 2020](#)