

Assetline Corporate Services (Private) Limited

Assetline Corporate Services (Private) Limited, a member of David Pieris Group, provides professional services in the areas of legal and company secretarial functions to the Group as well as external clients, is looking for a dynamic and focused individual to join our team of professionals in the following capacity.



ASSISTANT MANAGER - LEGAL

Responsibilities

- Advise on labour related matters, conduct domestic inquiries, manage all matters pertaining to the Labour Tribunal
- Draft, peruse, review, negotiate with parties and finalise commercial contracts/ agreements/ documents.
- Recommend solutions within the legal framework to achieve the business objectives of the Companies and provide advice, opinions, and assistance as necessary.
- Engage in general conveyancing practice including examination and preparation of reports on title, draft and/or perusal of deeds and other notarial documents.
- Draft policies/procedures/processes of the Legal Division and ensure compliance with the same.
- Evaluate risks from a legal perspective and safeguard the interest of the Companies.
- Keep abreast of legislative revisions to statutes and bills, that may affect the Companies of the Group and ensure statutory compliance.

Requirements

- Attorney-at-Law with a L.L.B. from a reputed Law School or University.
- Post graduate / attorney qualification in Labour Law would be an added qualification.
- Notary Public with the license to practice in Sinhala & English languages in the Colombo Judicial Zone.
- Minimum of 08 years' experience /practice in the profession is mandatory.
- Ability to draft legal documents of varied nature and communicate complex issues clearly and concisely.
- Skill and capacity to work with legal and non-legal professionals to develop innovative solutions.
- Exceptional analytical and decision-making skills coupled with a thorough knowledge of legal principles & procedures.
- Excellent written and verbal communication skills in both English & Sinhala.

If you feel that you meet the aforesaid expectations, apply via e-mail or post in confidence, within seven (07) days of this advertisement, providing contact details of two non-related referees and indicating the position applied for in the subject line or top left corner of the envelope.