

POSITION SUMMARY - Manager Legal & Corporate Affairs

To perform the secretarial function to the Board and its Committees including preparing and compiling Board and Committee papers, taking minutes, drafting resolutions, drafting and reviewing Board instruments such as Charters, terms of reference, frameworks, policies and other guidelines and ensures adherence to good corporate governance principles. Develops administrative legal instruments and contracts between the Authority and external parties. Participates in legal proceedings of the Authority and is the custodian of legal and regulatory instruments of the Authority and ensures compliance with them. Liaises with the Office of the Attorney General regarding legislative amendments or the introduction of new legislation by the Authority.

PRIMARY RESPONSIBILITIES

- Provide legal assistance to Human resources team for employment matters and contract drafting for employment and other relating matters.
- To act as an owner of company's IP assets such as trademarks, copyrights, patents, brand names (registrations & renewals)
- Prepare & send legal notices to clients / IP infringers, filing of legal or civil case against debtors defaulting payments,
- Coordination with Legal consultant / liasioning agencies in other countries for legal cases, disputes resolutions and preparation of contracts with travel agents as per local laws.
- Provide Counsel and Assistance to IT Department on software licensing, anti-infringement and anti-piracy compliances
- Coordinate with Management for consultation and strategic direction with Compliance and IT for Governance, Risk, Audit and Statutory Compliances
- Contractual, legal and regulatory obligations; and
- Information and Privacy Compliance across India and other international areas where business exists
- Legal Document Repository – Manage and oversee the Company's commercial contracting purposes, including contract forms and legal contracts repository.

- Collaborate with stakeholders and account owners / departments to educate internal stakeholders on compliance, legal and data protection requirements and to continuously promote a culture of compliance, integrity and data protection internally.
- Provide Counsel, Assistance and Support in creation of structures and environment for ethical and legal compliances and support enforcement of global compliance policies that are applicable across multiple business units

QUALIFICATIONS

- LLB / CS

EXPERIENCE

- 3-5 Years

REQUIRED SKILLS / ABILITIES

- Knowledge of contract management, legislative drafting and corporate governance would be an added advantage.
- Fluent in written and spoken English
- Highly disciplined with demonstrated focus on results;
- Hardworking and ability to meet stringent targets/deadlines;
- Leadership and strategic thinking skills;
- Planning and coordination skills;
- Good report writing, project management and research skills; and
- Ability to communicate effectively and deliver presentations.