



Job Overview

Position Title: Legal Officer

Legal Officer Job Description

We are looking for a legal officer to be responsible for providing clients with legal assistance and advice. The responsibilities of a legal Officer include drafting legal documents, structuring solutions for issues, and providing support in legal issues.

Candidate should possess excellent analytical, research and writing skills, communication skills, be able to manage a large workload with a tight deadline, remain up-to-date with laws, the ability to make good judgments, and be able to work well within a team.

Legal officer Responsibilities:

- Conducting legal analysis and researching legal matters.
- Providing advice on legal matters.
- Drafting legal opinions, memoranda, and briefing documents.
- Reviewing legal material.
- Formulating formalities regarding settlements of disputes.
- Monitoring the implementation of the legal clauses.

Legal officer Requirements:

- Bachelor's degree in law.
- Experience in the law field.
- Strong analytical and research skills.
- Effective interpersonal and communication skills.
- Ability to work well within a team and individually.
- Ability to work long hours when needed.