

Analyst (Legal) – Job Description

Key Responsibilities

- Drafting and vetting of Contracts like Commercial contracts, Shareholders agreement, Share Subscription agreement, Employment agreements, ESOPs, Licensing agreements etc.
- To work on corporate legal matters.
- Assist in conducting legal due diligence
- Corporate Law Advisory on various other legal aspects like ESOPs, Mergers/ Acquisitions, Insolvency and Bankruptcy, IT Act, Labour related laws, Prevention of Sexual Harassment etc.
- Contributes to the team by accomplishing related results as needed

Requirement

- LLB graduate with 2-3 years experience with law firms
- Should be forth coming and proactive in his tasks/ job
- Must have experience in drafting and vetting of various Legal Agreements, Commercial Agreements; Lease, license, NDA, Service Agreements, MSAs, Franchise Agreements, etc.;
- Involvement in negotiations and proactive nature;
- Knowledge of labour laws, company law and arbitration is must;
- General legal advisory and all other ancillary activities.
- Good command over English language and working knowledge of computers/ internet is a must.
- Court appearances would be minimal.

Location : Panchsheel Park, New Delhi

Type of Employment : Full Time