

JOB POST: LEGAL EXECUTIVE / LEGAL ASSOCIATE

JOB SUMMARY: We are looking for a dedicated and competent Legal Professional to join our Legal Team on a full-time basis. The ideal candidate will be responsible for handling legal research, drafting legal documents, contract management, supporting corporate legal compliance, and traveling for legal/official work as required.

EDUCATIONAL QUALIFICATION

- LL.B. / LL.M. Degree (Bachelor or Master of Laws) from a recognized University / Institution.
- Enrolment with the Bar Council is preferred.

KEY RESPONSIBILITIES

- Draft and review contracts, agreements, non-disclosure agreements (NDAs), and other official legal documentation.
- Conduct comprehensive legal research and analysis on relevant statutory laws, regulations, and judicial precedents.
- Utilize modern legal research tools, MS Word, and AI-driven tools to optimize document drafting and review efficiency.
- Travel for legal, official, court, or compliance work whenever required.
- Assist in organizing, managing, and maintaining structured legal records and compliance documentation.
- Coordinate effectively with internal teams and HR regarding legal matters and documentation.

REQUIRED SKILLS & COMPETENCIES

- Strong Legal Drafting skills and document review expertise.
- Proficiency in Legal Research & Analysis.
- Knowledge of Contracts, Agreements, and Legal Documentation.
- Good command of MS Word and Legal Research Tools.
- Knowledge of AI Tools for Legal Research, Drafting, and Document Review.
- Good Communication and Documentation skills.
- Willingness to travel for legal/official work whenever required.

EMPLOYMENT DETAILS

EMPLOYMENT TYPE Full-Time	OFFERED SALARY ₹20,000 – ₹30,000 / month + Travel Expenses
EXPERIENCE REQUIREMENT / FRESHERS Relevant experience preferred; suitable freshers with strong legal knowledge may also apply	