

Position: Assistant Vice President - Legal & Risk

Location: Gurugram

Experience Required: 7 – 10 years

Job Purpose: The candidate will provide an in-depth and business-focused legal advice to the business and takes lead in implementing initiatives and processes paramount for the legal department. Collaborates with all other departments in identifying and managing potential legal risk.

Responsibility & Accountability (Function & Duties to be performed by this position):

Managing Legal & Risk

Legal:

- Serves as in house legal counsel for the company on all legal matters and contracts and manages legal risk for the organization by taking responsibility for providing legal advice to the leadership on all legal matters affecting their departmental transactions.
- Renders effective legal assistance in the preparation of legal opinions, studies, reports and correspondence, as required from time to time by the organization.
- Assists the departments in preparing of reply to legal notices received.
- Assigns court cases to different panel lawyers keeping in view the nature and importance of the cases.
- Supervises and monitors the contesting of the cases in various courts of law and frequently interacts with Panel Lawyers, Courts and other Law Officers of Govt. for their assistance.
- Supervises legal research and analysis, identifying important issues and apprising the various departments of emerging legal trends from court decision and tendering advice to avoid unnecessary litigation, etc.
- Monitors the performance of the panel lawyers and immediate team members

Risk Management:

- Develops and manages a corporate risk management strategy in line with corporate goals and objectives.
- Serve as primary organizational contact during contract negotiations and negotiates contracts with suppliers, partners and clients to ensure that all the contract terms are viable and any legal risk to the company is mitigated
- Provide inputs to the Sales team on terms and conditions for acceptance of business and identify risks.
- Scrutinizes all the contracts / orders received from Sales for viability and legal risk and analyses them as per the company standards and policies.
- Supervises and oversees the review, negotiation and drafting of major contracts, tender documents and other legal documents, as required by the various departments.
- Ensure that contracts and proposals are properly entered into organizational databases and securely maintained.
- Drives training of Group policies and compliance training to employees.
- Responsible for ISO functions (adherence & implementation)

Required Qualifications:

Education: Must be a qualified lawyer from an accredited law school and at least 7-10 years of corporate legal experience within a fast-paced, fast-evolving and dynamic environment.

Communication Skills: The candidate must have exceptionally good communication skills which will be especially necessary in client and leadership interactions.

Ms Office: The candidate must additionally be technologically adept and possess excellent computer skills. He must have good Ms Office, Ms Excel and PowerPoint skills, which will be necessary in the creation of various legal documents and engaging presentations as necessary.

Legal Skills: Must have an ability to identify and remedy complex legal issues without inviting the services of external legal advice. He must also have exceptionally good skills in the legal negotiation space.

Interpersonal Skills: The candidate must be a result-driven and service-driven individual, must have exceptionally good problem solving skills, be highly adaptable and flexible, work comfortably in a fast-paced and dynamic environment. Have an ability to handle multiple simultaneous tasks and meet tight deadlines, be proactive and self-motivated, have a keen eye for detail, and have an ability to remain calm and composed during times of uncertainty and stress.

Leadership/People Skills: Must have exceptionally good leadership skills having ability to influence cross-functional teams towards a unified direction along with the business's senior leadership and relevant stakeholders. He must also be a likable and relatable individual who is capable of building strong and long-lasting bonds with others. He will be able to inspire trust and confidence in others who will then trust in his insights and judgments and readily follow in his directives.