

LOPHILS INC.

Legal and Business Development Associate

National Capital Reg –Cubao, Quezon City

Responsibilities:

As a **Legal and Business Development Associate**, your main responsibilities include:

- Researching, analysing and summarising Australian laws, regulations and related documents
- Keeping updated on developments on Australian law that impact the company's services
- Developing standard processes, forms and templates for the company's services
- Preparing contracts, notices, letters, and other correspondence. Providing opinions on these.
- Assessing issues and potential problems in assigned projects
- Preparing or updating operations procedures for quality management and training purposes
- Performing operations work for legal and compliance services and other services as may be required from time to time

Qualifications:

- Must be knowledgeable with legal principles
- Must be proficient in documentation
- Must be patient, analytical and process-driven
- Must be able to work well with a team as well as under minimum supervision
- Must have experience in research work
- Must have work proficiency and a capacity to meet tight deadlines
- Must have meticulous eye for detail and high degree of accuracy
- Must have a strong sense of ownership
- Must have excellent leadership and comprehension skills
- Must possess an impeccable command of the English language
- Must possess strong drive and initiative

Typically, you must have 1-2 years of relevant work experience. A degree or background in Law, Legal Management, Research or Political Science is an advantage.

Short-listed candidates will be invited for personal interview.

Requirements:

- Candidate must possess or studying any of the following Bachelor's/College Degree, Law, Political Science or equivalent.
- Required language(s): English, Filipino
- Applicants must be willing to work in Gateway Cubao, Quezon City
- Full-Time and Part-Time position(s) available.

Send your resume to :john@lophils.com or call 7904400 or 0927-5750421

