

ASSOCIATE – LEGAL AFFAIRS

- Provide legal opinions and advice to Management, the Board and internal stakeholders under NMB Group on legal matters, issues and risks, relevant and appropriate to the laws of Malaysia.
- Prepare, review, draft, negotiate and advise on agreements including non-disclosure, joint venture, collaboration, shareholding, technology licensing and research agreements and other legal documents whilst ensure that they are in compliance with all relevant statutory or legal requirements.
- Identify legal risks and provide direction to NMB Group on how to mitigate such risks.
- Analyse, draft and implement legal strategies, frameworks, policies, standard operating procedures and guidelines of Group Legal according to best practice and industry standards.
- Manage, update and maintain the framework for contract management, the payment of stamp duties, the legal database for records of legal services requests, contracts filing and executed legal documents. Ensure all executed legal documents are kept in safe custody.
- Review, draft, prepare and advise the necessary procedures and checklists for legal services requests to ensure information for legal services requests are submitted timely and comply with NMB Group policies.
- Ensure internal and external compliance and undertake any other duties as and when required by the Vice President - Legal in order to achieve the desired KPIs of Group Legal. Provide legal support to business units and other departments within NMB Group as and when required.
- Liaise and coordinate with external counsel on all dispute resolution matters and instances where expert legal advice is required.
- Liaise and negotiate with clients, vendors, partners and contactors on contracts including meeting with them as and when required.
- Provide in-house basic legal trainings to the employees of NMB Group when necessary.

QUALIFICATION AND EDUCATION REQUIREMENTS

- Minimum Bachelor of Laws (LL.B.)
- 2 to 3 years' experience with a legal firm and/or in-house
- Underwent and completed pupillage with a legal firm, and admitted to the Malaysian Bar.
- Must possess a good command of spoken and written Malay and English

ADDITIONAL SKILLS

- Familiar with Microsoft Office 365, SharePoint, Word, Excel and PowerPoint.
- Pleasant and having good interpersonal and communication skills with the ability to interact with individuals at all levels, including senior corporate executives and external counsel.
- Familiar with and able to monitor and analyse new and existing legislation and procedures in Malaysia.
- Experience in negotiating agreements.
- Experience in reviewing and drafting of legal documents.
- Possess knowledge of, and experience with contract negotiation, preparation and administration, while demonstrating sound judgment with respect to understanding risks and associated trade-offs combined with strong negotiation skills.
- Exceptional legal research, analytical, organizational skills with practical business orientation to the practice of law.