

JOB DESCRIPTION

Position	Group Legal Counsel
Location	Singapore
Reporting to	Group Head Legal

Job Summary

Responsible for the effective and efficient legal support for business, providing legal advisory services and ensuring effective management of legal and contractual risks.

Tasked with providing leadership to the legal department and legal leadership across the business, and being responsible for all members of the legal team.

Responsibilities

- Advising executive, senior management and board on various legal matters.
- Ensuring all members of the legal team work efficiently.
- Helping to draft, vet and negotiate contracts, and regular review of all contracts, legal documents and templates to ensure they are up-to-date and compliant with applicable statutory laws.
- Maintaining knowledge of organisation's legal documents.
- Advising on the legal implications of company policies and procedures
- Identifying and mitigating legal risks.
- Conducting legal research and reviewing company's litigation strategy in response to any legal actions.
- Oversee creation and management of directives of corporate acts and decisions, often through external company secretaries.
- Managing and liaising with outside counsel regarding their assignments.
- Ensuring all company trademark registrations are up to date.
- Reporting on legal activities, risks and litigation.

Requirements

- Ability to multitask and prioritise workload;
- Excellent interpersonal and (English) communication skills across different audiences and stakeholder management, (including virtually and remotely with other office locations);
- Good understanding of business sensitivities and confidentiality;
- Possess a qualifying law degree (e.g. LLB, JD, ideally from common law jurisdiction), but need not be locally qualified to practice;
- Experienced legal counsel (ideally 7+ years PQE or in-house) with a sound overall legal knowledge and attention to detail;
- Experience in the insurance industry is a plus.