

Job Description

Job Title : Law Officer
Position Reports : Registrar

Job Location : Patiala

Main Purpose

Handling tasks related to legal procedures, overseeing court cases, preparing legal documents, patents, etc., and keeping records and prepare reports according to the guidelines given are some of the responsibilities.

Qualification	LLB
Experience	3 - 8 years of experience in a reputed university

Specific Accountability & Job Responsibility

- Give accurate and timely counsel to executives in a variety of legal topics (labor law, partnerships, international ventures, corporate finance etc.)
- Collaborate with management to devise efficient defense strategies
- Specify internal governance policies and regularly monitor compliance
- Research and evaluate different risk factors regarding business decisions and operations
- Apply effective risk management techniques and offer proactive advice on possible legal issues
- Communicate and negotiate with external parties (regulators, external counsel, public authority etc.), creating relations of trust
- Draft and solidify agreements, contracts, MOUs and other legal documents to ensure the company's full legal rights
- Deal with complex matters with multiple stakeholders and forces
- Provide clarification on legal language or specifications to everyone in the organization
- Conduct your work with integrity and responsibility
- Maintain current knowledge of alterations in legislation

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) by **10th Feb 2023**