

## **COORDINATOR/EXECUTIVE**

**1 position available**  
*(Cyberjaya, Selangor)*

### **Responsibilities:**

- To assist in coordinating and managing the provision of legal services by Legal Unit to the Company, including coordination of meetings, retrieving of information, documents and communications with internal and external parties such as solicitors.
- To assist in reviewing legal documentation and liaising with internal departments, external parties and external solicitors in respect of legal matters involving the Company.
- To assist in administration of Legal Unit daily tasks and operation, particularly in preparation of documents (involving contractual, corporate, commercial and tender related matters), undertaking research for legal personnel, drafting correspondences, completing forms, instruments and others legal documents.
- To administer and record all documents, correspondences, appointments and information related to Legal Unit's daily operation, maintaining electronic copies and hard copies when necessary.
- Conduction research in legal and regulatory issues and keep abreast of the developments and changes in law relevant to the Company's operation.
- Updates job knowledge and self-development by reading publications, participating in continuing educational trainings and maintaining personal networks.
- Undertaking any other duty as may be assigned by superiors from time to time.

### **Requirements:**

- Possess a Degree in Law or equivalent from a recognized University.
- Fresh graduate.
- Very good in communication and writing in English and Malay.
- Proficient in drafting legal contracts or documents.
- Strong analytical problem-solving & interpersonal skills.
- Possess good interpersonal with high integrity.
- Meticulous and able to work in fast deadline.

Interested applicants are encouraged to send CV via email to [humanresource@pblt.com.my](mailto:humanresource@pblt.com.my)

Posting Date: 5 May 2021