

POSITION DESCRIPTION

1. Sr. Executive/ Assistant Manager - Legal

Location: Kolkata **Reporting to:** Regional Director, Head - Legal

2. General Description

- The Administration Officer will be responsible for maintaining day to day Financial, Administrative and Personnel services

3. Specific Accountabilities

- Drafting, Vetting & Execution of various types of Commercial contracts like Logistics Agreements, Transportation Agreements, Warehousing Agreements, Freight Services Agreements, Confidentiality Agreements, Manpower Service Agreements, Property Agreements and other Business Agreements, Lease Agreements, MOU's, Affidavits, Deeds and other documents pertaining to the business,
- To Advise Management on Statutory Compliances, implications and regular amendments.
- Preparing of Legal Notices for recovery of Payments & Reply to Legal Notices received from customers, Govt. Depts. etc.,
- Co-ordinate with Government Authorities, External Advocates to resolve the Legal issues, Liaise with police and other authorities
- Legal-matters MIS, Insurance Claims MIS, Fleet Masters, Maintenance and updating of records of cases.

4. Skills Required

- Adequate knowledge of Commercial, Marine, Insurance, Civil, Criminal, Customs, Contract and property related laws in India
- Strong Analytical, negotiation, and drafting skills
- Good hand at problem resolving, Process-oriented, and Systematic thinking.
- Strong goal orientation towards results and attention to detail.
- Excellent communication with excellent interpersonal skills.
- Be honest and trustworthy
- Be flexible

5. Experience and Qualifications

- Minimum 2 years of working experience in logistics industry/service industry.
- Law Graduate from reputed institute

6. Contacts for Queries / Applications

Please email your resume at hr.india@dbschenker.com