

Corporate Attorney

Alfarid Corporation (AFC) is an equal opportunity employer. The position entitled '**Corporate Attorney**' is contractual for a term of *at least 2 years*, including 3 months probation period. The position offers an annual growth of 7-10 percent.

Do not treat this position to be a stepping stone for your next job. Only apply if you are willing and able to competently complete at least 2 years' tenure.

Job Responsibilities

- Prepare legal correspondence pertaining to trademarks and copyrights and follow-up closing on various stages until registration. Also maintain a record of all the intellectual property documentation together with account details on the same and update the schedule of action required under each case.
- Attend hearings and show cause for all documentations pertaining to IPO and report fortnightly all the proceedings and status to the supervisor as per the given reporting format.
- Prepare and issue legal notices against various copyright issues.
- Represent the Company or its officials in any legal proceedings. Thus, prepare correspondence against complaints/suits and present complete documentation to support the argument. Also provide legal counsel on issues arising from actual or anticipated lawsuits.
- Write, review and edit reports, memos, letters, opinions, correspondence, articles, and other documents.
- Write and administer complex vendor, client, and employee contracts. Also provide advice on labor relations, tax issues, employee injury, patents, and contracts with suppliers of raw materials.
- Prepare medical and property insurance claim reports, if any with supporting documentation.
- Coordinate with the Company auditors on preparing and presenting documentation.
- Assist in preparing and maintaining documentation related to ISO standards and audits as per given guidelines.
- Anticipate and guard against legal risks facing the company. Develop and recommend company policy and position on legal issues.
- Prepare legal documents of property purchase, sale, rent, transfer, loan, MOUs, architecture design approval notices from across the departments, dispute & arbitration letters, non-disclosure agreements, brand policies, outsourcing agreements and business strategic planning policy documents.
- Assist the administration department on various day to day routine assignments and maintaining employee files accordingly to the Company HR Policy.
- Other duties as assigned by the supervisor.

Criteria

The candidate must

- Be an LLB with experience of legal proceedings and correspondence.
- Possess excellent English writing and verbal communication skills.
- Dress presentably.
- Be able to manage late working hours.
- Be well versed with legal formats and MS Office.

ALFARID CORPORATION

P.O. Box 5683, Karachi 74000 Pakistan

URL: www.alfarid.org

Salary Package and Features:

- Basic pay *PKR 15-25K/month (may increase or decrease based on competency level)*
- Official fuel reimbursement.
- Official communication allowance.
- Annual Bonus.
- Personal Medical Insurance.
- Payment for extra working hours.
- Lunch.

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