

AM / DM LEGAL

JOB DESCRIPTION

Designation: Assistant Manager / Deputy Manager – Legal

Qualification: LLB/LLM

Experience: 7 to 8 years

Location: Mumbai

Key Specifications:

- (i) Land Acquisition
- (ii) working at various location pan India for land acquisition and hence working with local people on legal matters
- (iii) Co-ordinating with the BD Team/land aggregator for procuring all documents related to land
- (iv) verifying the documents and procuring additional documents from BD Team/ land aggregator
- (v) Coordinating with the local advocate and effectively proceeding and concluding with the due diligence process
- (vi) drafting of conveyance deed/sale deed or in the alternative co-ordinate with the local advocate for drafting and finalisation of the conveyance deed/sale deed
- (vii) co-ordinating with the concerned team for registration of the conveyance deed/sale deed
- (viii) post completion of execution of conveyance deed/sale deed – to attend all such issues including litigation (if any) that might arise after purchase of the property.
- (ix) Be updated with latest laws and judgments related to the subject
- (x) day to day correspondence

Leasing Related:

- (i) Drafting and Vetting of Lease deeds, leave and license agreements, Contract Agreements, Addendum, Supplemental Agreement, Amendment Agreement and other documents viz. NDA, Commercial Agreements, Term Sheet, Letter of Intent etc.
Capable of effectively negotiating with the prospective Client/prospective Clients Advocate in concluding the transactions
- (ii) Upon finalization of the Agreements, to ensure Registration of the same with the office of the SRO

AM / DM LEGAL

JOB DESCRIPTION

- (iii) Responsible for issuing and replying to Legal notices
- (iv) Be updated with latest laws and judgements related to the subject and capable of providing opinion
- (v) Tracking status/ outcomes of the cases filed by/ against the company
- (vi) Maintenance of case lists, records and MIS with updation of cases
- (viii) Providing legal inputs, guidance, feedback and advise on all legal matters
- (ix) day to day correspondence

Banking, Financial and Corporate

- (i) Vetting Banking and transactional documentation.
- (ii) Drafting and vetting of Loan Agreements, NDA's, Mortgage Deed etc.
- (iii) Merger and Acquisition of the Companies.
- (iv) Co-ordination and follow-up with the Bank for transactional documents.
- (v) Co-ordination with the legal counsel.

Desired candidate profile:

- Experience in the above role for 6 to 8 years
- Candidate can be from law firm or any RE or Infra sector firm
- Tamil speaking will be added advantage
- Banking, Financial and Corporate experience mentioned in enclosed is preferred not mandatory

Contact: tvsilp.jobs@tvsilp.in