



## Legal Executive

- **Vacancy for:** 2
- **Posted on:** Nov. 15, 2017
- **Deadline:** Feb. 23, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Legal Services  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu, Central Development Region, Nepal  
Offered Salary : NRs. 18,000.00 - 25,000.00 Monthly

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 2 years

### Other Specification

- The applicant must be LLB graduate
  - Excellent knowledge and understanding of corporate law and procedures
  - Full comprehension of the influences of the external environment of a corporation
  - Demonstrated ability to create legal defensive or proactive strategies
  - High degree of professional ethics and integrity
  - Sound judgement and ability to analyze situations and information
  - Outstanding communication skills
  - 2 wheeler driving license mandatory
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### Job Description

- To work out and prepare contracts /agreements (drafting new contracts, amending existing contract forms, bringing contract provisions in line with legislative requirements, maintaining correspondence related to contract terms and conditions) and ensure they comply with all statutory or legal requirements and to Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken
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### Applying Procedure

Apply Link : <https://merojob.com/customer-support-executive-12/>

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