



Job Title: Legal Counsel (Legal Department, Corporate Services)

Responsibilities:

- ❖ Provide legal advisory and support for the Swiber Group of Business, operations and any other aspect of interest for the business
- ❖ Support settlement of compliance, regulatory and litigations, etc issues
- ❖ Assists in legal issues associated with the drawing up of negotiation documents and the settlement of disputes
- ❖ Assists in legal suits pertaining to its activities, in compliance with defined Group criteria and, where necessary, seeking external legal advice
- ❖ Prepare legal documents, review and draft business related contracts
- ❖ Researches laws, investigates facts and prepares documents to support the legal activities by analyzing the sources of statutory law, final verdicts, legal articles, treaties, constitutions and codes of law etc
- ❖ Assist in arbitration by handling the appointed lawyers and the parties in dispute
- ❖ Assist in disputes before judicial authorities by handling relations with the company lawyer and the parties in dispute

Requirements:

- ❖ Min Degree in Law with at least 3 years experience as an in-house legal Consultant, preferably with a public listed company
- ❖ Good experience in handling wide range of corporate legal issues
- ❖ Energetic, committed and analytical with good organization acumen
- ❖ Strong in spoken and written skills particularly in English
- ❖ Good interpersonal skills and able to work well under fast paced working environment
- ❖ Team Player and able to work independently as well
- ❖ Work Location: Jurong East, Singapore