



JOB VACANCY

ASSISTANT OF LEGAL & INTEGRITY (TEMPORARY WORKER)

JOB SCOPE:

- To assist in preparing and reviewing (if necessary) legal documents, contract, agreements and other documents related to legal matters.
- To assist in doing research in regards to legal issues from time to time as been requested by the company.
- To assist in organizing and maintaining the legal documents from time to time and keep it as private and confidential documents and information of the company.
- To assist in liaising, gather information and communicating with the correspondence, deployment partners and other third parties relation to the legal matters.
- To assist in preparing other clerical duties.
- To assist in monitoring calendars, meeting deadlines, documenting actions related to legal matters.
- To conduct any other duties that may be assigned by Chief Executive Officer from time to time.

REQUIREMENT:

- Candidates must possess at least Degree / Professional Degree / Post Graduate Diploma in Bachelor of Science in Administration (Honors)/ Bachelor of Corporate Administration (Honors) / Bachelor of Business Administration / Management (Honors) / Bachelor of Public Administration (Honors) / Bachelor of Social Sciences (Honors) / Bachelor of Social Science with Honors (Political Science) or equivalent.
- Had working experience in law firms will be an added advantage and fresh graduate are encourage to apply
- Able to work beyond normal working hours, able to work in the field & able to outstation for certain period of time

OTHER INFORMATION:

- The appointment is a contract as temporary workers
- The employment of the employee shall be not exceeding six (6) months (contract extension is performance based)
- Salary is RM 72 or RM 100 per day
- Allowance Entitlement for Official Domestic Travel
 - a. Mileage Allowance
 - b. Room Type or Lodging Allowance
 - c. Daily Allowance
 - d. Meal Allowance
- EPF & SOCSO Contribution