

## **Assistant Manager Legal and Secretarial**

- **Report to: Manager and Head of Legal and Secretarial**
  - Position Level: Assistant Manager
  - Qualification: Minimum Bachelor Degree in relevant field
  - Years of Experience: Minimum 5-8 years of experience in relevant field
  - Employment type: Permanent
  - Specialization: Law/Legal Services – (Management/Company Secretary/Lawyer/Legal Assistant/Paralegal/Others)
  
- *Responsibilities:*

Responsible to support the existing legal team and oversee overall corporate secretarial functions.

  - a. To review, comment and advise clients on all legal matters arising.
  - b. To draft all legal documents, if needed and at the request of the client.
  - c. To liaise with legal counsels for all legal matters or depending on projects assigned
  - d. To advise clients on all secretarial matters including compliance with Companies Act, 1965 and Lembaga Tabung Angkatan Tentera Act.
  - e. To charter calendar of meetings for Board and committees of the Board.
  - f. To sit for Board Meetings or Investment Panel Meetings or Management Meeting or and other subcommittees of the Board, upon assignment by the Head of Department.
  - g. To draft minutes of meeting for each of the sub committees meeting, assigned to AM.
  - h. Will be responsible to ensure that all administrative works of the meetings or sub committees meetings.
  - i. To ensure compliance with corporate governance of LTAT including developing any form of frameworks or policies.
  - j. Any other matters that will be assigned by the Head of Department in relation to all legal and secretarial matters.
  
- *Qualifications:*
  - a. Bachelor Degree Law with at least 5-10 years of experience in respective field.
  - b. Ability to manage tight deadlines and work under pressure.
  - c. Results driven and possess leadership qualities.
  - d. Analytical thinking, good communication skills and ability to build rapport quickly.

## **Senior Executive Legal and Secretarial**

- **Report to: Head of Legal and Secretarial**
  - Position Level: Senior Executive
  - Qualification: Minimum Bachelor Degree in relevant field
  - Years of Experience: Fresh graduate are welcome to apply
  - Employment type: Permanent
  - Specialization: Law/Legal Services – (Management/Company Secretary/Lawyer/Legal Assistant/Paralegal/Others)
  
- **Responsibilities:**
  - a. To draft basic legal documents, at the guidance of Head of Department.
  - b. To liaise with legal counsels for all legal matters or depending on projects assigned to the JD.
  - c. To manage the contracts within LTAT.
  - d. To assist Head of Department on all secretarial matters including compliance with Companies Act, 1965 and Lembaga Tabung Angkatan Tentera Act and drafting SOPs.
  - e. To assist the department to charter calendar of meetings for Board and committees of the Board.
  - f. To assist the department to ensure that all administrative works of the meetings or sub committees meetings.
  
- **Qualifications:**
  - a. Fresh graduate/ at least 2 years experiences in Bachelor Degree Law or in respective field.
  - b. Ability to manage tight deadlines and work under pressure.
  - c. Results driven and possess leadership qualities.
  - d. Analytical thinking, good communication skills and ability to build rapport quickly.