

LEGAL OFFICER



CAREERS AT SOFTLOGIC

"Softlogic Holdings PLC, is one of Sri Lanka's most dynamic entrepreneur-led consumer driven conglomerates, with industry leadership in six business verticals – Retail, ICT, Healthcare, Financial Services, Automobiles and Leisure. The Group employs over 11,000 people in Sri Lanka and Australia and operates an asset base of over LKR190 Bn to generate an annual turnover of more than LKR 110 Bn.

JOB PROFILE:

- To provide overall legal expertise and support on legal issues relating to various functions, structures and activities of the organization and support Management/Stakeholders on issues pertaining to legal and regulatory matters in a productive manner.rafting and vetting of legal documents, agreements and legal contracts with relevant legal coordinators.
- Developing, implementing and reviewing legal policies and procedures to ensure that they are in accord with the existing legislation.
- Handling intellectual property matters including attending inquiries
- Advising the management on the legislation that affect the organization and changes made thereof.
- Providing of day to day legal and regulatory support to the functional areas covering general compliance queries and reviews.
- Attending Courts and/or Tribunals and other alternate dispute resolution forums and representing the Company including but not limited to drafting pleadings and answers and conducting trials in Sinhala & English.
- Following up on cases filed against the organization and preparation of legal reports and opinions. Liaising with legal consultants and the authorities on cases filed against the organization to ensure instructions, witnesses and statements are procured on time.
- Attending inquires at various authorities and regulatory bodies.

CANDIDATE PROFILE:

- Should be an Attorney-at-law.
- Bachelor of Laws (LLB) Degree from a recognized institution and/or Master's degree in any of the following disciplines; Law (LLM) or Business Administration (MBA) or equivalent qualifications from a recognized institution will be an added advantage.
- Should have minimum 03 years of working experience which must include handling litigation and conducting cases in Court. Should be able to work with minimum supervision and guidance.
- Excellent level of attention, degree of planning and coordination, personal grooming, communication skills.
- Age should be below 38 years of age. Fluency in spoken and written English and Sinhala languages.
- Excellent command of the English and good communication and writing skills in English language
- Computer literate with ability to work in a fully computerized working environment.
- Strong analytical skills, negotiation skills and willingness to work extra hours, when required.

If you are interested, please send your CV with the contact details of two non-related referees immediately to hr@softlogic.lk

Please indicate the position in the subject column when you are applying. An attractive remuneration package with excellent opportunities for career development is on offer for the right candidate.

Softlogic Holdings PLC - No. 14, De Fonseka Place, Colombo 05. Website - www.softlogic.lk

