

Legal Consultant

Role of Legal Consultant

To give accurate and timely legal advice to the Company in variety of legal matters and law that impacts, or may impact, the Company. To assist the Company in identifying, preventing and solving legal issues and/or risks.

Key Responsibilities of Legal Consultant

The legal consultant will be responsible for taking the day to day legal responsibilities and providing legal advice that includes, but not limited to, all the aspects of the analysis, investigation and drafting process as listed: -

- Give advice on different legal issues.
- Draw and solidify agreements and other legal documents to ensure the Company's full legal rights.
- Handle and/or monitor the progress of cases in various courts and authorities.
- Research and evaluate different risk factors regarding business decisions and operations.
- Act as department leader to participate in Company's meetings and prioritize work for maintaining high standards of work.
- Safeguard the Company from legal complications that could arise or has cropped-up because of business activity.
- Conduct work with integrity and responsibility.

Educational Background and Experience

- Bachelor's degree or above in law related field preferable.
- At least 5 years' legal experience in area of Commercial Law, Tenancy, Conveyancing and Estate Agents Ordinance.
- Strong interpersonal, communication and presentation skills with the ability to give advice to the Company in respect of legal issues.
- Be able to work independently and should be able to take precautions in case of handling confidential information of the Company.
- Be an excellent team player with the ability to prioritize work.

The Legal Consultant should keep himself/herself updated with all the legal laws and should be able to apply them in the given situation.



Application Methods

- Email: hr@ricacorp.com
- Fax No.: 2891 1737
- Mail: B/F, Centre Point, 181-185 Gloucester Road, Wanchai, Hong Kong