

Legal Manager (5-Day Work)

Responsibilities:

- Review, draft and advise on various types of agreements, compliance policies and other legal documents
- Handle day-to-day legal issues, provide timely and proactive legal advice and support in relation to Company business and operation
- Assist to review policies, procedures and business practices in accordance with applicable laws and regulations
- Monitor and review business activities, transactions, documentation and other records in ensuring the compliance with regulatory requirements
- Process contract negotiation and compliance related matters

Requirements:

- University degree holder in Law or equivalent
- At least 5 years' experience in litigation work or claims handling, or relevant working experience
- Solid experience in Litigation, Commercial Law, Tenancy, Conveyancing and Estate Agents Ordinance will be an advantage
- Keen on problem solving and prevention
- Self-motivated, attentive to details with strong analytical and organizational skills, and able to work independently
- Excellent written and spoken English and Chinese
- With knowledge of MS Word, MS Excel and Chinese word-processing
- Capability to work under pressure

We offer excellent career opportunities and remuneration package with discretionary seasonal bonus and 5 working days to the right candidate. Interested parties, please send full resume with **CURRENT & EXPECTED SALARY** to Ricacorp Properties Limited by e-mail to hr@ricacorp.com