



**GOLDEN PHAROS
BERHAD** (198601003051)

(A Member of Terengganu Inc)

WE'RE HIRING LEGAL EXECUTIVE

- ✓ To prepare and assist in the drafting, analysing, reviewing, negotiating and solidifying various commercial agreements
- ✓ To provide legal counsel and advise on all legal matters relevant to the organisation
- ✓ To assist in the provision of legal and corporate affair matters for the Company and support the business operations on legal matters
- ✓ To conduct necessary legal research to keep abreast of applicable laws and regulations while ensuring the observance of corporate governance

Please submit your CV with present and expected salary, recent photograph to hra@gpb.com.my not later than **31 January 2025**.

www.goldenpharos.com.my



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BERHAD** (198601003051)

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LEGAL EXECUTIVE

Roles & Responsibilities

- To prepare and assist in the drafting, analysing, reviewing, negotiating and solidifying various commercial agreements
- To provide legal counsel and advise on all legal matters relevant to the organisation
- To assist in the provision of legal and corporate affair matters for the Company and support the business operations on legal matters
- To conduct necessary legal research to keep abreast of applicable laws and regulations while ensuring the observance of corporate governance
- To assist in all aspects of company legal duties, other related functions and relevant statutory requirements and guidelines
- To monitor and ensure the statutory records/registers are properly kept and updated and maintenance of legal documents
- To liaise with stakeholders and external advisors/regulators
- To perform other ad-hoc legal duties and administrative tasks that the management may require from time to time

Requirements:

- Candidate must possess A law degree, Legal Executive qualification (CILEx) or equivalent, or relevant experience in a legal support role.
- At least **two (2) years** of working experience in a legal environment, such as a law firm, corporate legal department, or government legal body
- Strong understanding of legal procedures and relevant laws in the specific area of practice.
- Excellent written and verbal communication skills, attention to detail, strong research and organizational abilities.
- Professional, highly organized, and able to manage multiple tasks in a fast-paced environment.

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**NAVIGATING
A SUSTAINABLE
FUTURE**