

**Legal Associate Jobs in Islamabad, Rawalpindi, Pakistan Created: 30-Mar-2024**

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Conduct legal research on various issues relevant to the company's operations in Pakistan, including but not limited to corporate law, employment law, intellectual property law, and contract law. Prepare estimates and detailed project plan for all phases of the project. Assist in drafting, reviewing, and negotiating contracts, agreements, and other legal documents. Provide legal advice and guidance to internal stakeholders on a wide range of legal issues. Support the legal team in managing litigation and dispute resolution matters, including drafting pleadings, attending hearings, and liaising with external counsel. Monitor changes in laws and regulations affecting the company's business activities in Pakistan and provide timely updates to the legal team. Assist in compliance efforts by conducting internal audits, developing compliance policies and procedures, and providing training to employees. Assist in the management of corporate governance matters, including maintaining corporate records, drafting board resolutions, and facilitating corporate filings. Collaborate with other departments, including finance, human resources, and operations, to ensure legal compliance and mitigate risks. Handle administrative tasks related to legal operations, such as maintaining filing systems, tracking deadlines, and organizing legal documentation. Original jobs :

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01:06:06 Jobs Rawalpindi Cantonment ↗

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01:06:06 Jobs Rawalpindi Cantonment ↗

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