



CORPORATE CENTER

Contract Analyst (Ref: CCCA/1120)

The Legal Affairs department is looking for a reliable & trustworthy Contract Analyst who will assist the Legal team in many facets of corporate law.

Reporting to the Head of Legal Affairs, the job incumbent will be mainly required to:

Key Responsibilities

- Draft and review contractual agreements and such other legal documentation as and when required;
- Advise business teams on accurate interpretation of contractual documents and any legal risks, as well as any implications on business;
- Assist in handling complex files (commercial and operational) in the most efficient manner;
- Assist in due diligence review for business ventures of the Group (including for M&A transactions);
- Assist with legal research: conduct legal, factual research and data analysis;
- Keep the Legal department and Group companies apprised of recent legal developments.

Qualifications & Experience

- Bachelor's in law
- At least 7 years' experience in a similar position;
- Very good command of Microsoft tools;
- Very good judgment;
- Excellent oral and written communication skills.

Other Prerequisites

- Positive and having a "can do" attitude;
- Respect strict confidentiality and integrity;
- Ability to work and produce high quality results under pressure and tight deadlines;
- Rigorous, with an eye for detail;
- Possess excellent organizational and planning skills so as to work on various tasks at the same time;
- Strong sense of proactivity, flexibility and adaptability.

How to Apply

Candidates are invited to send their application letter, with the reference 'CCCP/1120' as subject of mail to the Human Capital Corporate Manager, IBL House, Caudan **OR** through our website: iblgroup.com **OR** via e-mail: recruitment@iblgroup.com with reference "CCCP/1120".

Closing Date: 02 December 2020.

Only the best candidates will be called for an interview.

Equal Opportunity Employer.