

Position: Legal Officer

Experience: 0-2 Years

Job Location: Panaji, Goa

Introduction: Source It Out

Source it Out (SIO), is an outsourcing company with a large UK client base. We are thrilled and excited to offer this opportunity to the best candidate and place a heavy emphasis on recruiting the right member of staff for the right job role.

The overall goal for the company is to be able to offer any service to any industry across the world. To help SMEs increase their profit margins by outsourcing knowledge based tasks and objectives. Our commitment, knowledge base and experience give us a market advantage along with a heavy reliance on IT and Customer Service knowledge, we are currently one of the fastest growing KPO's in Goa, constantly looking to learn grow and challenge the status quo. There are also many benefits in working SIO, apart from our UK client list, we like to offer and create an atmosphere within the office to nourish and nurture talent. We have a strict policy that enables the team to really work collaboratively and truly believe that we will enable talent to grow and develop just as the company does. If the employees succeed, the company will succeed, understanding a true meritocracy, we value talent and hunger over experience and usual practices.

If you wish to challenge, grow, develop and truly be a part of an incredibly journey, then please come and meet us, say hello and see how we can work together.

Principal Duties and Responsibilities

We are looking for a competent Legal Officer with excellent communication skills who could have thorough understanding of Project Management, Client Management and People Management. The candidate must be able to understand the given task's requirement and must be able to produce work that meets the client's requirement. The candidate must work in accordance with technology and process requirements.

The primary duties and responsibilities of a Legal Officer will be:

- To Perform Legal Research.
- To ensure that all types of contracts/notices/ legal documents are drafted accurately.
- To coordinate with various departments and vendors to manage the agreements and maintaining legal records.
- To coordinate with Lawyers for Legal opinion, litigation, etc., and working as In- house Counsel.
- To manage, protect and enforce all Intellectual Property Rights of the Company.
- To update yourself with Indian and UK laws.
- To understand Ofgem Regulations and ensure compliance.
- Good drafting skills along with proficiency of language (verbal & written).
- Maintain Legal Databases.
- Write Legal Reports.
- Organize and Track Case Documentation.
- Provide Administrative Support.

Education:

- LL.B. or an equivalent combination of education and experience.

