



Job Description:

| i. General Information | | |
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| Role: Legal | Department: International Sales | |
| Corporate Office: Gandhi Gram | Job Grade/Level: Grade 2 | |
| Functional Reporting: Sr. Manager – International Sales | Administrative Reporting: Sr. Manager – International Sales | |
| ii. Job Objective | | |
| Drafting, reading, verification of NDAs of MKU format and other agreements in MKU drafts. | | |
| iii. Key Result Areas | | |
| Planning & Execution | <p>Drafting of Commercial Agreements/POA/MOU etc. in business perspective</p> <p>Tender/EOI/RFQ study and RISK analysis and mitigation plan</p> <p>Background Check of various companies at international Level who all qualify for the Channel Partner and other companies</p> <p>Preparation of Excel sheet, Meeting minutes, IOMs, points marked on documents on which discussion req., Entries in Original Register, POA, EUC etc.</p> | |
| iv. Job Specifications | | |
| Qualification | Min. qualification required | LLB |
| | Other desired qualifications | |
| Relevant Experience | Min. no. of years of relevant experience required | <ul style="list-style-type: none"> • 3 years in corporate sector Globally |
| Knowledge and Skills Required | | <ul style="list-style-type: none"> • Must have knowledge/understanding of drafting of commercial agreements Globally • Good English |