**Job Description**

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| **Designation:** | | Deputy Manager – Legal | **Job Location:** | Mumbai HO | |
| **Department:** | | Legal and Compliance | **Grade/ Level:** |  | |
| **Direct Reporting To:** | | Chief Operating Officer | **Direct Reportees:** |  | |
| **New Position/ Back Fill:** | | New Position | **No. of openings:** | 1 | |
| **About A&A**  A&A Business Consulting (AABC) is India’s leading consulting company for Small and Medium Enterprises. Founded in 2009, AABC has completed 1500 full-fledged consulting projects assisting businesses achieve organised growth. We have presence in 7 states across India with a network of 18000+ SMEs.  Our team of 300+ professionals serves clients from industries as diverse as textiles, machine tools, apparel, agriculture, engineering, chemicals, food processing, healthcare & pharmaceuticals, telecom, education, BFSI, automobile, construction & infrastructure and FMCG, amongst others.  We have six different consulting practices namely, **Sales (Business),** **Finance**, **Branding**, **Human Resources**, **Information Technology** and **Operations (Business Processes).** Our team of 100+ consultants with varied industry expertise are backed by Subject Matter Experts (S.M.E.) team.Together, they are responsible for bringing measurable changes to clients’ businesses.  At AABC, our vision is to assist individuals and organizations to GROW. Remaining rooted to our vision, we completed assisting 1239 businesses grow financially in March 2018. We are working towards our next mission of assisting 2020 businesses grow financially by 31st March 2020. We can foresee the change we want to bring in the SME sector in India. We want to craft the financial destinies of millions of SMEs by assisting them grow in an organized way.  Come, let us grow your business together!  MISSION 2020:  We will assist 2020 businesses achieve organized growth by 31st March, 2020.  Vision:  To assist individuals and organizations to grow.  Values:   Initiation | Innovation | Persistence | Passion | People | Performance  **Job Purpose:**  Deputy Manager will be responsible for Drafting, reviewing and vetting various documents, agreements (Client Contracts, NDA etc.), Memorandum of Understanding, etc. He /She is also expected to look after the IPR Registrations. He /She should ensure compliance of laws and regulations for all operations in the organization | | | | | |
| **Responsibilities:** | * Responsible for litigation, arbitration and other legal matters. * Responsible for drafting, reviewing and vetting various Documents, Agreements, Non-Disclosure Agreements (NDA), Employment Bond, Memorandum of Understanding, Letter of Intent, Notices and replies to Notices. * He/ She should be responsible for the IPR Registrations and safeguard Company Interest. * He/ She should be able to handle assignments relating to litigation concerning IPR, general and commercial laws as well as corporate litigation. * Preparing necessary Contracts and Agreements from time to time independently or in consultation with Advocates and monitoring renewal thereof. * Coordinate with other teams (Sales, Implementation and Consultancy etc.) and ensure the execution of various Agreements (Clients, Vendors, Lease etc.) and maintaining the proper files. * Prepare the various MIS reports. * Assist in research and providing written advice and opinions on various legal issues relating to HR (employees), Taxation laws and Commercial law. Conducting legal research and analysis for presentation of cases. * Provide legal advice to clients if required. * Ensuring compliance of laws and regulations for all operations in the organization. * To look after Compliance under various regulations and authorities. Filing various forms with ROC * Preparing agenda, notices, resolutions, minutes for Board, Shareholder and other Committee meetings of AABC and its Group Companies. Maintaining records, statutory register and filings as per Companies Act * Timely compliances under various regular requirements * Excellent communication skills (written and verbal) * Well acquainted with the MCA Portal and other related Regulatory Portal * Preparation of Annual filing documents like Annual return, Compliance certificate and Director's report. * Issuing of share certificate and preparation of share transfer deeds for transfer of shares * Preparing necessary Contracts and Agreements from time to time independently or in consultation with Advocates and monitoring renewal thereof. * Assisting in research and providing written advice and opinions on various legal issues relating to HR (employees), Taxation laws and Commercial law. * Provide legal advice to customers if required. * Ensuring compliance of laws and regulations for all operations in the organization. | | | | |
| **Requisite Skills:** | * Confident and assertive * Should have good understanding on profile and learning attitude * Excellent interfacing skills * Administrative skills * Excellent communication skills (written and verbal) * Good listening * Self-grooming, logical reasoning and self-motivation * MS office proficiency * Ability to handle confidential information with tact and discretion | | | | |
| **Desired Skills** | * Ability to deliver on time * Ability to perform under pressure * Being performance-driven and result oriented * Ability to be self-motivated * Vouch for client satisfaction | | | | |
| **Education** | LLB / CS | | | | |
| **Relevant Experience:** | 8+ years of relevant experience | | | | |
| **CTC per annum** |  | | **Total Experience:** | 12 | |
| **Will travel?** | Yes | | **Monthly Net Salary:** |  | |
| **Preferred Domain:** | Legal and Compliance | | **PF – Yes / No** |  | |
| **Reference Companies:** |  | | | |
| **Gender:** | Male / Female | | **Marital Status:** | Married |