

JD- Team Member- Admin Legal & Compliance

Department- Administration & Facilities

Sub Department - Central Functions- Legal & Compliance

Designation/ Grade- Deputy Manager/ Manager

Reporting to – Vertical Head- Central Functions & Infra

Profile Summary

The legal and compliance manager for the Administration & Facilities Department will be responsible for ensuring that the department adheres to all legal, regulatory and compliance standards. The role will oversee compliance activities are being followed at branch offices of PFL, provide legal expertise on various matters related to administration, property management, contracts & facilities operations.

Job Description:

1. Complete the legal due diligence of real estate property and provide the opinion. Manage legal aspects of real estate transactions and facility related services contracts.
2. Draft, review and negotiate on the legal clause of agreements, contracts and leases to ensure legal soundness and protect the company's interests within stipulated timelines.
3. Identify and assess the legal & compliance risks associated with the admin department. Provide routine update on the compliance status.
4. Advise on regulatory issues concerning facility management including licensing and certificates. Maintain the S& E, trade license tracker for all the branch offices and ensure its timely renewals.
5. Work closely with Regional Admin Managers, as necessary, to gather all related information pertaining to legal disputes.
6. Assist in dispute resolution, co-ordinate with Corporate Legal Team for any litigation or claims that may arise in relation to the admin & facilities function.
7. Maintain the records of all legal & compliance matters for the department.
8. Conduct training sessions for department staff on relevant legal & compliance issues.
9. Ensure continuous improvement in compliance awareness and legal literacy among the team members.

Qualifications and Experience:

Qualifications/ Education – bachelor's degree in law or relevant certification in compliance or Corporate Governance.

Career Experience – Minimum 5 Years' exposure in legal & compliance role preferably in administration and facilities management or property mortgage. Strong knowledge of contract law, real estate law, and compliance regulations.

Competencies-

1. Ability to work independently and collaboratively with cross functional teams.
2. Legal Acumen
3. Strong Communication Skills
4. Problem Solving abilities.