

Lawyer Assistant

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Company: RecruitGo

Location: Indonesia

Category: other-general

Job Title: Lawyer Assistant Client Industry: Real- Estate Industry Location: Bali, Indonesia Shift and Schedule: Monday to Friday, 8 hours per day 10:00 AM - 7:00 PM

Position Overview: RecruitGo is seeking a Lawyer/ Deal Advisory Manager to join our team, working with our client based in Bali, Indonesia. Our client is an International development company committed to realizing the most progressive, innovative, and ambitious projects in the development sphere, is inviting ambitious and goal-oriented professionals with a passion for excellence to join its team. With 25 years of experience in premium real estate, dedicated to shaping the future for the next generations. Job

Responsibilities: 1) Document Preparation: Draft and review legal documents related to deals, including contracts, agreements, and other relevant paperwork. Ensure accuracy and compliance with legal standards, tailoring documents to meet the specific needs and goals of clients. 2) Signing Process Management: Coordinate and manage the signing process of deals, liaising with all relevant parties to facilitate a smooth and efficient execution. 3) Client Communication: Maintain clear and open communication with clients, providing updates on deal progress, addressing queries, and offering legal advice as needed. Job Qualifications:

Indonesia person living in Bali English Language Proficiency (Native English Speaker)

Education in Legal 1-2 years of experience in handling legal documents / legal industry

(Real State) Experienced in drafting and reviewing legal documents with precision, ensuring clarity, compliance, and alignment with the objectives of clients in deal transactions.

Understanding the real estate industry's legal part and deal process. Why RecruitGo?

RecruitGo seamlessly links world-class business partners with top-tier global talent in emerging

markets. Secure legal employment through our Employer of Record services and embark on a journey to unparalleled professional opportunities. Diverse Challenges : Each day offers fresh opportunities and unique challenges that keep your work engaging and rewarding. Team Collaboration : Join forces with a supportive team, where your insights and contributions are valued. Inclusivity : Be part of an inclusive and diverse workplace that values your contributions. Powered by JazzHR

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