



Position	Assistant Legal Executive
Location	Maxxis Sanand Plant
Gender	Male
Background Information	
Education	LLB
Licence	NA
Work Experience	0 to 3 Years
Language Ability	English, Hindi, Gujarati
Job Description	
1) Verification of legal documents 2) Desk research for case studies, Judgement and laws. 3) Coordination with external counsel and internal team for Agreements. 4) Follow up with internal team for renewal of Agreements, legal notice, clearing of legal fees from account department etc. 5) Maintain MIS for all legal documents. 6) Scan, store and share the documents received from various Authorities, Agreements, Letter, Compliant, court notices, plaint etc. 7) Coordination with Advocate/ counsels for status of case. 8) Ready to travel, if required.	
Skills	
1. Basic knowledge of non-litigation roles	
Ability	
1. Should be result-driven and is able to conduct quality work in timely pressured, highly vibrant working environment 2. Should be reliable and self-motivated 3. Flexibility	