

## Legal Manager

**Location:** Beijing

**Sector:** Education

**Starting date:** November 2020

### RESPONSABILITIES

- Responsible for drafting, revision and review of contracts related to corporate business. Participate in the establishment and management of the contract examination and approval process, risk controlling;
- Responsible for the company's legal risk control and management, engaged in handling disputes (including litigation, arbitration, etc.), coordinating the company's decision-making, operation and management of legal affairs to avoid legal risks;
- Legal risk prevention and treatment of all kinds of projects, delivery and other nodes of the company;
- Cooperate with the external firm to deal with the legal problems in corporate operation and management.

### REQUIREMENTS

- Bachelor degree or above, major in law or economic law, with judicial examination passed or lawyer's certificate;
- More than 3 years legal work experience in a law firm or company, working in MNC group is preferred;
- Familiar with the corporation law, contract law, labor contract law and other legal regulations closely related to the operation of enterprises, be able to solve common legal problems in enterprises, Skilled in corporate legal affairs such as labor relations, contract management, corporate equity;
- Strong sense of responsibility, serious and responsible work, strong communication and coordination ability, quick and meticulous thinking, and sense of teamwork;
- Good command of English, proficient in speaking, reading and writing; CET-6 or above, English as working language.

### APPLICATION

Please send your resume to: [zhao.lys@ccifc.org](mailto:zhao.lys@ccifc.org) or [janvier.walter@ccifc.org](mailto:janvier.walter@ccifc.org)

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