

## Legal Officer City Branch - Borella

## **Job** Responsibilities

- Attend to Court activities in Magistrate's Court, District Court, Commercial High Court, Civil Appellate Court, and the Supreme Court.
- · Handling, Instructing Attorney Work.
- Drafting pleadings to be filed in the courts.
- Drafting and attesting Notarial Instruments.
- Examination of title to land.
- Should be fully conversant with Companies Act & prior experience in drafting in drafting commercial agreements





## Person Specifications

- Ideal candidate should be an Attorney-at-Law & Notary Public below 35 years of age.
- A capable and diligent professional with at least 06 years of post-qualifying experience and proven track record at a similar capacity.
- The person we have in mind should have strong negotiation skills analytical skills and sound legal judgement to support the business needs
- He/She should have notarial License to practice in Sinhala and English Language in Colombo.
- The ideal candidate should be articulate analytical and decisive personality with excellent writing and communication skills.
- Excellent interpersonal skills with passion and drive to succeed.
- Prior working experience in the Finance sector would be a distinct advantage.
- A team player who drives toward the excellence with a focused determined and proactive outlook.

Please inbox CV's to careers@orient.lk



