

JOB DESCRIPTION

Job Title: Legal & Compliance Supervisor	Report To: Legal Manager
Location: Raintree Office	Date: December 2020
<p>Purpose of role:</p> <ul style="list-style-type: none"> The Legal & Compliance Supervisor role is to support Legal Manager and undertakes legal and compliance matters including drafting contracts, letter addressing to the competent authority, other legal instruments and registration matters for business license/permits/authorization from the relevant authorities and ministries. 	
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> Assisting in drafting, peer reviewing and revising contracts and legal instruments including sale purchase agreement, perpetual lease, lease agreement, corporate resolution, as required across the group of companies, to ensure the company's interests are executed in compliance with the applicable laws and regulations. Assisting in preparing application for approval, license, permit for the group of companies and ensuring completion work with the project timeline. Assisting in conducting due diligence exercise, online search and statutory compliances to mitigate possible risks in respect of the land acquisition transaction. Assisting in preparing application for land titling, ownership transfer, land sub-division, land consolidation and participate in the process of land measuring. Assisting in communicate, coordinate and negotiate with the external parties including regulators, legal counsel, counterparty, lawyer, relevant authorities and ministries. Be the point of contact and liaise with cross departments of the group of companies Assisting in drafting, reviewing and translating any assigned legal documents from English to Khmer or vice versa. Assisting in meeting with lawyer, legal counsel, counterparty, relevant authorities and buyers. Assisting in review policies, guideline and procedures for legal compliance and fraud avoidance. Keep up to date law, regulations, economic and legal news related to real estate industry. Monitor and improve on internal compliance with company rules and regulations. Preparing and submitting required applications to obtain permits and licenses as required and in a timely matter. Accurately complete and check all documentations required to apply for and obtain licenses/permits/registrations prior to submission to the ministry. Prepare and file appropriate documents to maintain all existing approval/ licenses/permits (including a tracking database) Establish and maintain good working relations with relevant authorities, ministries and regulatory bodies. Develop, maintain and ensure proper filing of all legal documents of the group of companies. Other tasks as relevant and required. 	

Competencies:

- Strong attention to detail
- Ability to research and problem solve
- Can build and maintain relations with stakeholders at all levels
- Flexible and dynamic
- Friendly with a growth mentality
- Ability to work individually and as a teamwork with the group of companies
- Good organized, adaptable, positive and proactive
- Effectively cultivate a dynamic team
- Be open minded and deal calmly and effectively in tough deadline
- Willing to personally take on responsibility and challenges
- Written and spoken communication skills in English and Khmer
- Communication and negotiation skills

Qualifications and Experiences:

- Bachelor degree in law or equivalent in related field
- Minimum 4 years' legal professional experience in real estate industrial if preferred
- Proficiency in Microsoft office, Outlook, Excel, Word and PowerPoint