Manager - Legal & Compliances

Salary: Not Disclosed by Recruiter ( Negotiable )

Industry: Insurance & Legal

Functional Area:Legal , Regulatory , Intellectual Property

Role:Legal Manager

Location – Delhi & Kolkata

**Desired Candidate Profile**

Education-UG: LLB – Law, PG:Any Postgraduate - Any Specialization, Post Graduation Not Required

**Qualifications**

Professional Qualification- Law, Desirable (Additional)

**Job specific knowledge**

Legal Appitude, Understanding of Insurance business, Understanding of Legal and Financial Risk

**Job specific / technical skills**

Drafting of Agreements and Legal opinions , Legal Research, Communication

**Required Minimum Proficiency Level -** Demonstrates all the time and assists others

**Job Objectives**

1. Timely availability of legal opinion on product drafting and collateral appvoal.

2.Availability of effective and proactive opinion on insurance business.

3.Updates on effective and easy to understand FAQs with internal team

4. Effective work processes for legal team

**Description**

* Identify 5 good lawyers/law firms with insurance practice to redue the cost of legal opinion.
* On every legal query first provide opinion in-house before taking it to the external counsel, if required
* Draft Note for Opinion in such a way that not more than 2 clarrifcations are required.
* Redue the lawyer's concerns on policy contract
* Vetting all policy documents provided by Underwriting Team within 3 working days
* Vetting all marketing related collateral provided by the Marketing Team within 1 working day.
* Draft/vet the property agreements provided by the Facilities Team within 3 working days.
* Draft reply to legal notices within 2 working days.
* Draft/vet the Service Agreements within 3 working days.
* Draft / vet NDAs within 1 working day.
* Draft/ vet misclellinous communications within 2 working days.
* Roll out FAQs on Quaterly basis on frequently raised queires
* Roll out SOP for drafting of Agreement and other legal activities.
* Standardise all legal agreements i.e. Service Agreement, NDA, Request for Quote Letter and other documents
* Checklist for Due Diligence of Poroerty
* Identify the legilations which governs the business and provide checklist for the same.
* Identify the legal risk on various business functions
* Assist Process team in developing and implemeneting business process.
* People/ Leadership/ Teamwork/ Corporate Citizenship related activities (e.g. Collaboration/ Team work, Knowledge sharing, Development (Self & Team), Sharing Resources/ Helping others)

Keywords

Legal NoticesDue DiligencePeople LeadershipLawyer Activities[Change Management](http://jobsearch.naukri.com/change-management-jobs)[Legal](http://jobsearch.naukri.com/legal-jobs)Legal Manaer

Company :- TOP GENERAL INSURANCE COMPANY