

JOB DESCRIPTION

POSITION: Manager- Legal and Administration

LOCATION: Mumbai

DESCRIPTION: The Manager Legal and administration is responsible for providing all administrative and legal support at Bright Future centers and to employees and for catering to the requirement of daily office needs.

Advising on Corporate labour law issues and managing the legal issues of all areas of the company, including corporate matters, procurement, safety, security, and insurance and sustainability issues. Doing so creates a smooth functioning work environment for Bright Future staff to deliver in their focus areas.

RESPONSIBILITIES:

- Drafting, vetting and all legal documentation (donors, non-profit partners, vendor contracts, service and rent agreements, MOUs etc.)
- Advising on all correspondence requiring legal inputs and educating front-facing teams on relevant regulatory aspects for better expectation-setting with stakeholders upfront.
- Working on all legal matters related to stakeholders and employees (notices, litigations etc.)
- Handling fraud.
- Represent Bright Future in legal proceedings at different places like police station, labor, civil or any other court.
- Support and guide cases which comes through community intervention whenever and wherever is required.
- Handle employee issues which needs legal interventions including POSH queries.
- Ability to support our internal and external stakeholders on various legal issues and represent them if required as per CEO suggestions
- Working cross-functionally with various project teams, finance, operations etc. to ensure policies and processes are updated with evolving regulations and are being duly followed.
- Research regulations, laws, and legal articles to assist with the preparation of reports, case files, and legal advice.
- Manage client billing by preparing, finalizing, and sending out bills, as well as resolving billing issues in cooperation with the billing attorney.
- Communicate with Vendors and manage contracts and other legal documents such as lease contracts, MOUs, agreements etc.
- Provide general administrative assistance, asset management, Procurement, store management and making travel arrangements.

COMPENSATION: Best in the Industry

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Law Graduate with minimum 5 years of work experience in legal and administrative role with at least 2 years of experience in managing teams. Preference would be given to candidates from social sector background or who has worked on dealing social problems.
- Sound knowledge and understanding of labor laws, agreements and MOUs of an organization.
- Transcribing and Proof reading legal documents.
- Good Negotiation & Problem -Solving skills.
- Time Management, Ability to multitask and prioritize daily workload
- High standards of integrity, ethics, and professionalism.
- Good communication skills (Oral and written); Knowledge of English, Hindi and Marathi.
- Excellent listening skills
- Proficiency in using MS office, G-Suite and online collaborative tools

Bright Future strives to have a workforce which reflects gender balance hence would prefer female candidates for this role.