

## Analysis Specialist

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Company: Air Apps

Location: Kuwait City

Category: other-general

Our Client a fintech company is looking to hire a lawyer with experience in the human resources sector. The job holder will ensure that business activities conform to all applicable laws, regulations, etc.

### Job Description/Requirements

#### Responsibilities:

Draft a wide variety of legal agreements.

Provide advice on corporate legal issues and business matters.

Provide internal advisory services to the business units and departments within the Company.

Ensure the development of service-level agreements for service support and delivery.

Monitor the maintenance of the registers and other records required to be maintained by the company under the Companies and Allied Matters Act (CAMA).

Provide all such other administrative and other secretarial duties as directed by the Legal Counsel & Company Secretary.

Assist in the development of guidelines, policies, and procedures.

Analyze and review legal agreements, legislation, and documents for the company.

Ensure (internal & external) compliance with laid down guidelines, policies, and procedures; investigate issues of non-compliance as may be required.

Review and advise management on the legal implications of internal policies and procedures.

Review and draft contracts, agreements, and internal policies and ensure that they are in compliance with all statutory or legal requirements.

Playing a leading role in compiling the company budget and growth strategy.

Executing strategies to optimize company and asset growth.

Implementing and revising a company's compensation program

Ensuring expertise and effectiveness across operating platforms.

## **Requirements**

### **Requirements:**

Minimum academic qualification of a Bachelors degree in Law.

Candidate must have completed NYSC and possess evidence of being called to the bar.

At least 2 years of work experience in the job role.

Experience in Human resources will be an added advantage

Must be good at drafting legal letters.

Have experience with carrying out legal research.

Must have had experience in carrying out administrative/secretarial duties or responsibilities.

The candidate should not be more than 35 years.

## Benefits

NGN250,000 Net

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