

WE ARE

HIRING!

✓ **Executive (Legal)**

Job Description	<ul style="list-style-type: none"> • To handle all legal matters of the organization and liason with Statutory, Judicial / Quasi Judicial and other concerned / related authorities. • Handle the process of registration of mortgage deed, registration of the subject property • To deal with the activities pertaining to Arbitration matters filed by or against the organization and preparation of complete set of documents in relation to the arbitration matters and send the same to the external counsels of the company if necessary. • Perform court related activities like attending hearings and related conferences / meetings. • Prepare a case report and maintain files of individual cases. • To consult the individual cases with the lawyers and to assist them whenever required. • Checking & verifying the Title Search Report and documents submitted by the borrower for availing housing loan. • Obtain/ ensure necessary certificates from the authorities like Sub Registrar of Documents and the office of Talathi / Taluka, Thasildar, Panchayat, Municipal Corporation, City Survey and Land Record Office and the relevant authorities, all details for verification of the title of the borrower to the subject property for housing loan • To draft and review applications, complaints or other related documents whenever need demands.Prepare report and keep the MIS of the legal cases updated. • Perform other related duties or tasks as required from time to time
Desired candidate profile	<ul style="list-style-type: none"> • Relevant experience of atleast 05 -08 years in Real Estate sector. • Specialist in Case Management. Having high Speed typing skills. • Good interpersonal skill & a team player. • High Level of commitment & integrity.
Experience	04 - 06 years
Industry Type	Real Estate / Construction
Functional area	Legal
Role	Executive / Assistant Manager
Education	B.A. LLB / LLM
Compensation	Rs. 4 Lacs p.a. – Rs. 5 Lacs p.a.
Location	Kolkata



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