

“Great Vision Without Great People Is Irrelevant”

Position: Legal Officer

Experience: 0-2 Years

Job Location: Goa/Kochi

Our Company Vision

Our Company Vision is to nurture the best resources and to be globally recognised as an exclusive brand of choice for both Internal and External Stakeholders. We facilitate innovative holistic services with Respect and Virtue.

Introduction: Source It Out

Source IT Out (SIO) is a fast-growing technology-based Global Outsourcing Company with a large base of international clients. The Company is headquartered in the capital city of Goa in Panaji, having a branch office in Kochi. We offer a vast range of services from highly technical expertise to essential services like finance, operations, marketing & customer support solutions. Source It Out is a Knowledge Process Outsourcing Company (KPO) helping SME's increase their profit margins by outsourcing knowledge-based tasks and objectives. There are many benefits in working with SIO apart from our U.K clientele.

We are thrilled and excited to offer this opportunity to the best candidate and place heavy emphasis on recruiting the right candidate for the job role. SIO is ONLY looking for highly driven candidates who wish to be challenged and be recognised for their ability.

If you are the kind of individual with unrecognised talent and hunger who will be willing to learn and push the envelope, SIO is the right Company for you. If you wish to challenge, grow, develop and truly be a part of an incredible journey, then please come and meet us, say hello and see how we can work together.

Principal Duties and Responsibilities

We are looking for a competent Legal Officer with excellent communication skills who could have thorough understanding of Project Management, Client Management and People Management. The candidate must be able to understand the given task's requirement and must be able to produce work that meets the client's requirement.

The candidate must work in accordance with technology and process requirements.

The primary duties and responsibilities of a Legal Officer will be:

- To Perform Legal Research.
- To ensure that all types of contracts/notices/ legal documents are drafted accurately.
- To coordinate with various departments and vendors to manage the agreements and maintaining legal records.
- To coordinate with Lawyers for Legal opinion, litigation, etc., and working as In- house Counsel.
- To manage, protect and enforce all Intellectual Property Rights of the Company.
- To update yourself with Indian and UK laws.
- Good drafting skills along with proficiency of language (verbal & written).
- Maintain Legal Databases. • Write Legal Reports.
- Organize and Track Case Documentation.
- Provide Administrative Support.

Education:

- LL.B. or an equivalent combination of education and experience.

BENEFITS

- ✓ Exposure to working with various clients and different industries
- ✓ Vibrant co-working area, with weekend employee engagement activities.
- ✓ Common Lounge within house tea/coffee vending machine.
- ✓ Entitle to Indian and U.K holidays

Working Days-Monday to Friday

Saturday and Sunday-weekly Offs

Job Timings- 1.30 to 10.30 pm (U.K Shift)

SIO