

JOB DESCRIPTION

1	Basic Information on role:	
1.1	Job/ Role Title:	Executive
1.2	Function Department:	Legal
1.3	Location:	Noida
2	Job Purpose:	
2.1	Looking for a Law Graduate to manage routine legal office work, documentation, coordination, and travel related to legal matters. This role is primarily support-oriented and will assist in day-to-day legal operations.	
3	Principal Accountabilities (Role & responsibilities):	
3.1	<ul style="list-style-type: none"> • Handling routine legal office work and administrative support. • Coordinating with advocates, consultants, and internal departments for legal matters. • Preparing, organizing, and maintaining legal documents, files, and records. • Assisting in drafting basic legal letters, notices, and agreements as required. • Managing documentation related to legal cases, court matters, and compliance requirements. • Following up on pending legal tasks and ensuring timely completion. • Supporting legal case tracking and maintaining updates of ongoing matters. • Travel as required for legal work, court visits, documentation submissions, or coordination purposes. • Assisting senior legal team in day-to-day legal operations. 	
4	Qualification/Competencies:	
4.1	Educational qualifications	Law Graduate (LLB)