



Legal Assistant Manager

The Malaysian Timber Council (MTC) was established in January 1992 to promote the development and growth of the Malaysian timber industry. MTC was formed on the initiative of the timber industry and governed by a Board of Trustees, whose members are appointed by the Minister of Plantation Industries & Commodities.

Location : Kuala Lumpur, Malaysia

Our objectives are:

- **To promote** the Malaysian timber trade and develop the market for Malaysian timber products globally;
- **To develop** the timber industry by expanding the industry's manufacturing technology base and value-adding its production line;
- **To augment** the supply of raw materials for the timber-processing industry;
- **To provide** information services to the timber industry;
- **To enhance** the global credibility of the Malaysian timber industry.

Key Responsibilities:

- To manage all intermediaries' agreements, contracts and/or legal documents, e.g., service level agreements and counterparties' agreements in Malaysia and overseas, where applicable.
- To provide legal advice and opinion(s)/recommendation(s) to the management and stakeholders regarding issues related to the company's legal matter/case.
- To ensure compliance with Malaysia's laws and regulations, and to keep abreast with developments and/or updates in the relevant laws in Malaysia and overseas, where applicable.
- To participate in discussions, meetings and/or negotiations involving due diligence, corporate restructuring, etc.
- To assist in any other assignment given as and when required.

Requirements:

- A Law Degree (LLB) and BAR / or Certificate in Legal Practice (CLP) with minimum 7 years post qualification experience working in a law firm or legal department of a medium to large corporation.
- Highly organized, meticulous and have excellent critical thinking.
- Excellent interpersonal and collaboration skills who is flexible, willing to learn and take on new challenges
- Able to multitask and be able to work independently and under pressure to meet tight deadline with minimum supervision.
- Experience in the areas of trust, investments, asset management, brokerage and fund management will be an added advantage.
- A good command and fluent written and spoken English and Bahasa Malaysia.
- Excellent in written and communication skills particularly in explaining legal concepts and issues and provide comprehensive legal advice.

Interested candidates are invited to write-in, together with a comprehensive resume and their current and expected salary together with recent passport-sized photograph not later than **11th July 2022** or addressed to:

Human Resource Division

MALAYSIAN TIMBER COUNCIL

21st, Floor, Menara PGRM, Tower 1,

Jalan Pudu Ulu, Cheras

56100, Kuala Lumpur

or e-mail to recruitment@mtc.com.my or contact us at **03-9281 1999**
(ext: 201/202/203).