

Opportunity for an Exceptional Legal Professional

Our client, a high-profile holding company responsible for managing overseas investments, is seeking to induct the following dynamic and experienced top management professionals as:



Director Legal (and Company Secretary)

Key Roles & Responsibilities:

- ❑ Oversee the legal and corporate affairs of the Company and its subsidiaries.
- ❑ Manage convening of board meetings, drafting minutes / reports, contracts and all legal documents including but not limited to board resolutions.
- ❑ Retain services of a competent legal counsel; negotiate appropriate legal fee
- ❑ Liaise with legal counsel and monitor all pending legal matters including court proceedings, litigation, arbitration etc.
- ❑ Act as custodian of the seal of the Company, sign or countersign corporate documents, contracts, leases, minutes books, stock registers and certificates etc.
- ❑ Perform special assignments as desired by MD/Chairman from time to time.

Key Requirements:

- ✓ Bachelor of Law (LLB) or equivalent (LLM preferred) from a reputable and recognized institution.
- ✓ Minimum 8 years of professional experience in handling legal matters; experience of dealing with legal matters pertaining to North American and European jurisdictions will be preferred.
- ✓ Minimum 3 years experience as company secretary
- ✓ Flexible with mobility and travel; adaptable and self driven
- ✓ C-level executive experience, international working exposure would be preferred.

- Interested candidates meeting the requirements of the role can apply at: <https://www.affco.com.pk/Recruitment>
- The positions are based in **Karachi** and may require local and international travel.
- Only shortlisted candidates will be called for interviews.