

Area of Assignment	Intramuros, Manila
Position	LEGAL ASSISTANT
Duties and Responsibilities	1. Participate in Board Meetings as needed. 2. Draft response letter, contracts and similar agreements and documents, and memoranda. 3. Gather, review, and arrange evidence and other legal documents for legal review and case preparation. 4. Research regulations, laws, and legal articles to assist with the preparation of reports, case files, and legal advice 5. Manage legal documentation and correspondence in strict confidence
Education	Graduate of Law or Juris Doctor
Qualiffications/Skills Required	1-3 year of job-related experience. Excellent in written and oral communication. Reporting skills. Research skills. Legal Administration skills. Litigation. Ability to work independently. Manage large workloads and keep deadlines. Knows basic legal principle. Abreast with latest judisprudence.
Others	Keen on details, organized and knows how to handle pressure
Job Type	Permanent, Regular
Job Level	Non-Officer
Rate	Php 51,877.00
Benefits and Allowances	- 13th month and 14th month - De minimis Benefit - Representation Allowance and Transportation Allowance - Personnel Economic Relief Allowance - Paid Leaves - Other benefits as provided by law