

## Legal Advisor

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Company: PRTR

Location: Bangkok

Category: other-general

Our client is a major networking and telecommunication equipment provider in the People's Republic of China.

### Responsibilities

Handling Sales Project Bidding commercial support, including but not limited to Bidding documents commercial part SOC, Preparing the necessary commercial and qualification documents, Clarification of commercial terms and contract negotiations, and Preparation and preliminary examination of the contract draft.

Being responsible for the management of contract documents related to the business and operation of subsidiaries, including but not limited to Contract documents, including sales contracts signed by the subsidiary, cooperation agreements, NDA, procurement contracts, service subcontracts, rent and rental agreements, etc. Responsible for the authorization and approval of various types of contract documents, including the internal signing of the subsidiaries and the application for authorization from the headquarters; Responsible for the numbering, electronic archiving, and paper archiving management of all types of contract documents; Responsible for the maintenance, regular updating and filing management of all types of qualification documents of subsidiaries, and establish rules for all kinds of qualification documents and important contract borrowing.

Responsible for the control of the commercial documents of the subsidiaries in the project implementation, and improving the timeliness and accuracy of invoicing, including but not limited to To urge the project implementation team to timely obtain PO, proof of delivery,

COA, FCOA; To urge the SPM team to produce DOS promptly, upload COA, FCOA, make sales invoice; To optimize the scheduling, billing and payment process to enhance the operating cycle.

Being responsible for the management of the guarantee of subsidiaries, including but not limited to being responsible for the application, tracking, archiving, and revoking of the guarantee required for the business of the subsidiary, and submitting the application materials as an interface between the subsidiary and the headquarter. Responsible for the maintenance of local bank relationships, and responsible for the credit management of subsidiaries. The management letter of the guarantee, and LG issuance of the situation statistics, simultaneously is responsible for the guarantee letter solution and the optimized correlation operation flow.

Being responsible for the outreach of subsidiaries' legal work, soliciting the requests of major legal issues within the subsidiaries, contacting external lawyers to handle the major legal issues of the subsidiaries, handling litigation cases, contacting external lawyers, and assisting outside lawyers in litigation,As a subsidiary and external lawyer interface is responsible for assisting external lawyers to deal with related legal work;

Being responsible for other tasks assigned by the subsidiaries to ensure the completion of the task.

### **Qualifications**

More than 1 year experience (5 years is a plus) in a law firm/ legal department of a large enterprise.

With legal-related experience as a legal officer/legal adviser/ legal specialist/ litigation officer.

Major in law.

Fluent English; can speak Chinese is a plus. (Major in Chinese with HSK4 or corresponding level also accept.)

Strong sense of responsibility, good teamwork spirit, and work carefully.

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