**SharesVault Job Openings**

**JOB TITLE: Legal Officer**

**REPORTS TO: CEO**

**DEPT: Compliance Division**

**SUPERVISES:** 0

JOB SUMMARY

Ensure company and investor’s legal formalities before registration and during transaction between investors and company to investor

##### REPORTING RELATIONSHIPS

Legal Officer reports to CEO

DUTIES & ESSENTIAL JOB FUNCTIONS

* + Create customized draft / SP agreements and other legal docs required to be done during signup
	+ Where required attach Empanelled Legal Vendor’s letterhead
	+ Get Legal Signatures/Notary done where needed
	+ Work with Compliance Officer to ensure that all legal formalities are done
	+ Follow legal procedures during transaction closure
	+ Review and manage all escalations with customer service to see there are no legal fallouts that impact our ecosystem.

**QUALIFICATIONS**

B.Com/LLB with 2 years experience with fluency in English, Hindi and Gujarati

##### REQUIRED

* Minimum 2 years experienced person with B.Com/LLB
* Fluent English communication
* Detailed oriented person

##### PREFERRED

Preferably in corporate services sector