

04-02-2022

IITC 

Pakistan's Leading Elevator & Escalator Firm



Job vacancy Announcement



Date: 1st February 2022

Job Title- Location

Legal Executive- Karachi (1 Position)

Vacancy Details

Pakistan's leading engineering company having nationwide operations in the line of designing, importing, distributing, installing, maintaining, operating and modernizing branded elevator products is requiring dynamic and energetic professionals willing to grow with the company. The applicant should be graduate having excellent communication, leadership, interpersonal and IT skills (MS Office, Contract Drafting) required. The applicant should be good at managing multiple tasks, operations and projects; the nature of job requires frequent field operations with the minimum experience of one year. LLB or Legal Certifications required (contract and tender management).

Job Description

Manage documents. Manage Contracts end to end basis. Manage Tenders end to end basis. Manage legal matters end to end basis. Manage all legal responses with through understanding of all types of contracts, clauses, litigations, arbitrations and tenders. Minor scope of sales and marketing.

Application last date

Please share your resume, picture, relevant documents latest by 10th February 2022 at hrdept.elv@gmail.com. Thank you.

