



## LEGAL COUNSEL. JAKARTA, INDONESIA

### Job Descriptions:

1. Draft and solidify agreements, contracts and other legal documents to ensure the company's full legal rights and in compliance with all statutory requirements.
2. Ensure the development of service level agreements for service support and delivery.
3. Conducting solid legal research.
4. Provide all such other administrative and other secretarial duties as directed by the Legal Counsel, including filing, maintaining and organizing files.
5. Updating regulations.
6. Preparing and delivering letters/ summonses and submitting any report to the relevant institution such as the police.
7. Any other duties as may be assigned.

### Working Target:

1. Ability to multitask and meet deadlines.
2. Ability to work independently with less or no supervision.
3. Ability to handle sensitive/ confidential information.

### Job Requirements:

1. Possession of a law degree from a reputable, accredited university.
2. Prior experience in legal and aviation fields.
3. Proficient writing abilities with a strong grasp of English language, grammar, and legal terminology for drafting and transmitting professional legal documents.
4. Exceptional verbal and written communication skills, alongside strong organizational capabilities.
5. Competency in computer usage, particularly in Microsoft Office Suite (Word, PowerPoint, and Excel).
6. Keen attention to detail.

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