



ASSISTANT MANAGER - LEGAL

The Job

As an Assistant Manager in the Legal & Regulatory Department you will play a crucial role in carrying out legal support to the business with specific experience in notarial work. The ideal candidate should have a strong background in handling contracts, a good understanding of technology and privacy laws, the capability to independently carry out notarial work and a reasonable understanding of litigation.

The Legal and Regulatory Department of the Company supports the business across the full breadth of legal and regulatory work. As such, this is a great opportunity for a junior level Attorney-at-Law to learn and grow within a regulated fintech company.

Responsibilities

- Draft, review, and negotiate a variety of contracts to ensure legal compliance and mitigate risks.
- Be the key contact for contract and legal document management.
- Work closely with the Business Development team to carry out leasing and mortgage related documentation.
- Manage and oversee litigation cases, collaborating with external legal counsel.
- Where required, represent the organization in legal proceedings, including court appearances.
- Ensure strict compliance with laws and regulations.

The Person

- An Attorney-at-Law with LLB and a Notary License.
- Minimum of 4 years post qualifying experience.
- Strong verbal and written communication skills.
- Ability to work independently with minimum supervision.
- Proficient in both English and Sinhala.

Application Procedure

If you are confident that you meet the above expectations, please forward your CV to dfcareers@dialog.lk with the post applied for as the subject.