

## Legal Manager

### 法务经理

**Location:** Beijing

**Sector:** Education

### About the Company:

Our client is a chinese leader of preschools with 22 establishments, is looking for a Legal Manager in order to supervise its legal team (three people) based in Beijing.

You will report directly to the International Head of legal of the company Group' shareholder.

我们的客户是一家拥有22家机构的中国幼儿园的领导者，正在寻找一名法务经理领导在北京的法务团队(三人)。直接向公司集团股东的国际法务主管汇报。

### Mission:

- Responsible for drafting, revision and review of contracts related to corporate business. Participate in the establishment and management of the contract examination and approval process ,risk controlling;  
负责起草、修改和审核与公司业务相关的合同。参与合同审批流程的制定和管理，风险控制;
- Responsible for the company's legal risk control and management, engaged in handling disputes (including litigation, arbitration, etc.), coordinating the company's decision-making, operation and management of legal affairs to avoid legal risks;  
负责公司法律风险的控制和管理，参与处理纠纷(包括诉讼、仲裁等)，协调公司法律事务的决策、运营和管理，规避法律风险;
- Legal risk prevention and treatment of all kinds of projects, delivery and other nodes of the company;  
公司各类项目、交付等节点的法律风险防范与处理;
- Cooperate with the external firm to deal with the legal problems in corporate operation and management.  
配合外部公司处理公司经营管理中的法律问题。

### Requirements:

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- Bachelor degree or above, major in law or economic law, with judicial examination passed or lawyer's certificate;  
法学或经济法专业本科及以上学历，具有司法考试合格或律师执业证书;
- Knowledge in tax optimization appreciated;  
具备税务优化知识者优先;
- More than 3 years legal work experience in a law firm or company, working in MNC group is preferred;  
3年以上律师事务所或公司法务工作经验，有跨国公司工作经验者优先;
- Familiar with the corporation law, contract law, labor contract law and other legal regulations closely related to the operation of enterprises, be able to solve common legal problems in enterprises,  
熟悉公司法、合同法、劳动合同法等与企业经营密切相关的法律法规，能够解决企业中常见的法律问题;
- Skilled in corporate legal affairs such as labor relations, contract management, corporate equity;  
熟练掌握劳动关系、合同管理、公司股权等企业法律事务;
- Strong sense of responsibility, serious and responsible work, strong communication and coordination ability, quick and meticulous thinking, and sense of teamwork;  
责任心强，工作认真负责，沟通协调能力强，思维敏捷细致，有团队合作意识;
- Good command of English, proficient in speaking, reading and writing; CET-6 or above, English as working language;  
良好的英语听说读写能力;英语六级及以上，工作语言为英语;
- Comfortable in an international environment (able to work with Foreign colleagues and managers).  
适应国际环境(能够与外国同事和经理一起工作)。

## Application:

Please send your resume to: **bj-hr@ccifc.org**

有意者请将简历投递至邮箱: **bj-hr@ccifc.org**

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