

ISL INTEGRATED SPACES LTD	JOB DESCRIPTION LEGAL DOCUMENTATION	
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Reporting to	Head – Legal	Reported by	NA
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Purpose
Ensure protection of assets and de-risking the properties thru deployment of legal expertise

No.	Key Responsibilities
1.	De-risking new property purchase thru thorough due diligence process and assurance of clear title
2.	De-risking existing properties by providing documentation support to Litigation team and associated consultants
3.	Ensuring protection of organization interests in all transactions including property related and non-property related through thorough documentation and risk mitigation actions
4.	Ensure timely completion of documentation tasks in alignment with the project schedule

Key Activities would include:

- Scrutinizing and investigating title of properties
- Preparation of synopsis of the available property related documents and records
- Identification of risks, encumbrances and/or any encroachments, etc.
- Conducting Due diligence of the property under consideration
- Giving fair opinion and advice to the management with clear impact of the risks involved.
- Settlement of any legal dispute with the tenants/slum dwellers or any other member by way of consent terms and proper documentation
- Drafting, reviewing and finalizing property agreements and other contracts on behalf of the company in order to keep Company and/or its associates indemnified from all damages and losses
- Research and study on the legal cases related to the property disputes.
- Tracking the changes and amendments in property related laws and creating awareness across the organization

Profile requirements:

- Experience in Due diligence process for property purchase
- Thorough experience in drafting of legal documentation

