



# POSITION DESCRIPTION

**POSITION TITLE:** Legal Associate - Contract Drafting and Review Specialist

**ADVERT TITLE:** Legal Associate

**LOCATION:** MALAYSIA  PHILIPPINES  VIETNAM

## ASW COMPANY OVERVIEW

ASW is creating the world's most talented international family through hiring and growing talent into long-term careers with Australian companies. ASW is a recruitment and talent specialist, that partners with Australian companies to help them build highly capable international teams. We enable Australian companies to meet their business goals by accessing and retaining premium talent in emerging markets and giving that talent the opportunity to grow, learn and develop. Together we embed international teams into respected Australian businesses, both functionally and culturally, to deliver enduring and transparent people solutions.

## THE OPPORTUNITY

Our client, a leading insurance group that has been managing workers' insurance and injured workers' compensation claims in Australia for 110 years, is hiring for a meticulous and detail oriented Legal Associate to be part of their Malaysia team! Together with their AU partners, employers, medical providers and customers, they drive industry-leading return-to-work outcomes and safe work initiatives.

As the Legal Associate, you will be responsible for the precise drafting, comprehensive review, and management of various contracts. Your primary focus will be on ensuring legal compliance, accuracy, and clarity in all contractual agreements.

## KEY RESPONSIBILITIES

- **Contract Drafting:** Create, edit, and maintain a variety of contracts and legal documents, including vendor agreements, client contracts, non-disclosure agreements, and partnership agreements. Ensure that these contracts align with our organization's objectives and meet regulatory standards.
- **Contract Review:** Conduct thorough reviews and analyses of existing contracts, identifying areas for improvement, risk mitigation, and necessary revisions. Ensure compliance with relevant laws and regulations.
- **Legal Compliance:** Stay updated with pertinent laws and regulations to ensure all contracts adhere to legal requirements. Provide guidance to internal teams on legal changes that may impact their operations.



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- Quality Assurance: Implement rigorous quality control procedures to guarantee the accuracy and completeness of all contracts and documents. Identify potential risks and discrepancies, suggesting revisions or enhancements.

## SKILLS, EXPERIENCE & QUALIFICATION

- Graduated with tertiary degree in law from reputable British, Australian, New Zealand or Malaysian university with a minimum of 5-7 years of post-qualification experience.
- Proven experience in contract drafting and review within a legal or corporate environment.
- Strong knowledge of contract law, legal terminology, and business best practices.
- Excellent written and verbal communication skills.
- Proficiency in document management software and MS Office Suite.
- Experience in the insurance industry is preferred but not required.
- Exceptional eye for details, analytical and problem-solving abilities.
- Ability to collaborate effectively and meet tight deadlines.
- Commitment to maintaining confidentiality.

## ASW OFFERS

- A diverse, inclusive, and supportive company culture.
- Competitive remuneration.
- Opportunity to collaborate and work with global clients and stakeholders.
- Medical benefits.
- Great Paid Leave entitlements.
- Team outings, travel opportunities, company parties/events, and other exciting activities.
- Exposure to an international environment, working with people across Malaysia, Vietnam, the Philippines, and Australia.
- Industry and role-related training.
- Ongoing career opportunities.