

VACANCY

Positions:

Conveyancing Lawyer

Litigation Lawyer

Conveyancing Clerk & Litigation Clerk

Job Description:

Conveyancing Lawyer (Junior) (Kluang & Johor Bahru)

- Able to work independently with minimum supervision
- To attend to clients and other legal works assigned by the firm from time to time
- Able to work under pressure and meet deadline
- Good research, drafting and opinion-writing skills
- A good team player and able to work well with the team

Litigation Lawyer (Junior) (Muar/Batu Pahat)

- Able to handle general Litigation matters.
- Able to attend to court matters independently, skilled in drafting, preparing cause papers and e-filing.
- Able to attend to clients and other legal works assigned by the firm from time to time
- Able to work under pressure and meet deadline
- A good team player and able to work well with the team

Conveyancing Clerk & Litigation Clerk (Muar & Johor Bahru)

- Minimum 1-year experience in handling SPA and loan documentations (project and / or sub sale matters)
- Minimum 1-year experience in preparing documentation and able to assist lawyers in preparing and handling litigation matters.
- Good time management, responsible, meticulous and good attitude
- Able to work independently
- A good team player and able to work well with the team

Qualifications & Requirements:

- Highly responsible, reliable, honest and independent, honest and meticulous
Good communication skills, good work discipline and analytical skills
- Resourceful with good initiative and mindful of turnaround time for work completion
- Ability to work independently and those with work experience advantageous

Interested candidates are invited to email their complete CV with a personal photograph indicating the intended branch office to **admin@clpmalaysia.com** or contact **012-2978883 Ms Joan** or **0167126776 Ms Nathia** for more details.