



ASSISTANT **LEGAL** OFFICER



LAKE HOUSE

The Associated Newspapers of Ceylon Limited (ANCL), widely known as Lake House, is the home and heart of print media in Sri Lanka.

Lake House is looking for talented and dynamic individuals who possess the following qualifications and requirements to fill the above vacancy.

KEY RESPONSIBILITIES:

- Prepare and review documents including reports, agreements, national documents, letters of demand and other legal drafts
- Provide legal opinions if and when required
- Attend Courts, Labour Tribunals and other alternate dispute resolution forums
- Follow up cases filed against the Company and preparation of legal reports and opinions liaise with legal consultants and the authorities
- Handle intellectual property matters and attend inquiries

An attractive remuneration package is on offer based on experience and individual skills

REQUIRED QUALIFICATIONS:

- Should be an Attorney-at-Law and Notary Public
- Bachelor of Laws (LLB) Degree from a recognized University is an added qualification
- Minimum of three (03) years post qualifying experience
- Authority to function as a Notary in Sinhala and English
- Experience in drafting and reviewing agreements will be considered as an added qualification
- Preference will be given to applicants with experience in handling labour matters and labour inquiries
- Excellent communication skills in English & Sinhala (both oral & written)
- Strong advocacy, interpersonal and communication skills with computer literacy

AGE: BELOW 32 YEARS

Those interested please apply with detailed resume within 07 days of this advertisement to **careers@lakehouse.lk**



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THE HUMAN RESOURCES DEPARTMENT

THE ASSOCIATED NEWSPAPERS OF CEYLON LTD

No. 35, D.R. Wijewardene Mawatha, Colombo -10.