



Issued by :	
Date Issued:	
Form No.	
Rev.No.	
Page	

JOB DESCRIPTION

Job Title	: Legal Assistant Manager
Department	: Legal Department
Reporting to	: General Manager
Other interactions	:
Primary function	:

No.	BPMN References	Task and Responsibilities (main focus):
1	14.1	Delegate legal officer to review legal document from BOD/ Client/ Department
2	14.1	Reviewing/ QC legal officer review results
3	14.1	Giving legal advice regarding to legal issue
4	14.2	Manage legal annual agenda
5	14.3	Manage company permit and previous department that managing it
6	14.3	Make procedure if any department want to use legal document including company permit, notarial deed, etc
7	14.3	Provide legal document including company permit, notarial deed, etc requested by related parties

Other focus :

1	Coordination with team leader/party chief for all works based on SOP (Standard Operating Procedure)
2	Coordination with team leader/party chief when the finding non technical matters

QHSE duties - Employer and Employees :
Employees have health and safety duties as well as employers. This reflects the fact that for good safety management it is essential for the employer and employees to work together.

An employee's duties are to :

1	Take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do
2	Cooperate with the employer on health and safety matters / co-operate with company requirements to ensure that statutory are met
3	Not misuse any equipment that is provided for safety purpose
4	Follow instructions from the employer on health and safety matter and attend relevant health and safety training
5	Report hazards and defects observed in the workplace
6	Promote the implementation and continuous improvement of the QHSE system
7	Abide by both client and company rules as described in the QHSE-MS

The tasks/duties and responsibilities as described herein are intended as a guide only and it should be understood that operational demands might at times require employee to perform duties not included in this description

Name :		Signature :		Date :	
Acknowledge by					
Name :		Signature :		Date :	
Name :		Signature :		Date :	