

Sri Lanka's Best Brand

Wants You!



Vacancy for the position of

Legal Clerk

Singer (Sri Lanka) PLC operates with the vision to be the market leader in elevating and enriching lives.

The Position holder will be responsible to provide comprehensive legal support by managing documentation, drafting agreements, coordinating litigation processes, maintaining legal records, and representing the company in legal matters, ensuring compliance and effective communication with stakeholders.

Personal Profile

- Passed Advanced Level and Ordinary Level examinations with credit passes in Mathematics and English.
- Proficiency in MS Office Package.
- Completion of a certificate course in computer-related studies or an equivalent professional qualification will be an added advantage.
- Fluency in Sinhala, English, and Tamil will be an advantage.
- A minimum of 1-2 years of experience in a corporate legal department or similar field, including active court registry-related work.

Job Profile

- Draft, review, and file legal documents in Sinhala and English, including motions, affidavits, and agreements.
- Maintain legal registries, case files, stamp fee records, and process counselor fees with financial documentation for litigation.
- Represent the company in writ executions and court-directed actions, including liaising with legal authorities and witnesses.
- Visit courthouses, land registries, and obtain relevant case records.
- Assist the Legal Officer with additional legal duties and coordinate with external legal counsels.

If you match our profile, email your updated CV with contact details of two non-related referees to reach us within 7 days from the date of this advertisement.

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