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Junior Executive - Corporate Legal

Keells, as a leading retailer is striving to deliver its core purpose to 'improve the quality of life for the nation'. We know that to deliver on our core purpose, we have to grow and develop Sri Lanka's best retail team. If you want to come on this journey with us, to deliver retail excellence, then we can really support your ambitions and future growth.

Job Responsibilities

- Draft, review and negotiate commercial agreements including service agreements and vendor contracts.
- Assist in the preparation of corporate legal documentation, resolutions and compliance-related filings.
- Support senior legal officers in handling regulatory and statutory matters.
- Conduct legal research and prepare legal opinions, briefs and summaries.
- Liaise with internal departments and external stakeholders on legal matters.
- Assist with notarial work, conveyancing and related documentation

Person Specifications

- Enrolled Attorney-at-Law of the Supreme Court of Sri Lanka.
- Valid Notary Public license.
- Minimum of 2- 3 years' experience in corporate legal work.
- Sound knowledge of contract law, company law and commercial transactions.
- Prior experience in a corporate organization, law firm or conglomerate environment will be an added advantage.
- Strong drafting, analytical and legal research skills.
- Excellent written and verbal communication skills in English

Interested candidates are encouraged to apply on HIVE before the 05/02/2026.

Jaykay Marketing Services (Private) Limi

29 Jan 2026

John Keells Group is an equal opportunity employer, and we invite applications from all suitably qualified individuals to join our team.

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