



CENTRE for CAREER PLANNING and COUNSELLING

University of Kashmir
(AAC Accredited Grade A+)

No.F (CCPC/Kredence.job/KU/24

Dated: - 24.09.2024

Job Notification No. 7 of 2024
Job Opportunity with Kredence Globals

Job Title: VA Lawyer

Position Type: Full-Time

Location: Work from Home

Time Zone: Sydney, Australia

Kredence Global: Why Work with Them?

Kredence Global is seeking skilled and motivated individuals to join their dynamic team as virtual assistants. They bridge the gap between employers and potential candidates by understanding staffing needs, job requirements, and company culture. By sourcing, screening, and evaluating candidates through various channels, they ensure a seamless hiring process that matches the right individuals with the right opportunities.

Job Overview: We are seeking a dedicated and highly skilled VA Lawyer to join our dynamic team. This remote position involves handling commercial contracts, indemnity issues, and tasks that require critical thinking. The successful candidate will possess exceptional fluency in English, be proactive, and demonstrate a strong commitment to their responsibilities. A qualified commercial lawyer with relevant legal experience is essential for this role.

Key Responsibilities:

- **Analyse and interpret commercial contracts** with a high level of accuracy and attention to detail.
- **Handle indemnity matters** with precision and expertise.
- **Identify and address potential defects** in legal documents proactively.
- **Apply critical thinking** to navigate and resolve complex legal issues.
- **Provide insightful recommendations** based on thorough legal analysis.
- **Prepare and review legal amendments** as required.

Requirements:

- **Proven experience** in commercial law, including contract analysis and indemnity matters.
- **Fluency in English** is mandatory, with excellent written and verbal communication skills.
- **Detail-oriented** with a commitment to high-quality legal support.
- **Strong organizational skills** and the ability to manage multiple tasks efficiently.
- **Minimum 2 years' experience**

Benefits:

- Gain hands-on experience in a dynamic field.
- Receive mentorship and engage in direct client contact.
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Salary Range:Rs 35,000 to 40,000

Start Time:3:30 AM IST

Shift Duration:8.5 hours (including a 1-hour break)

Application Process: Interested candidates with relevant experience are encouraged to send their resume to hello@kredence.com.au.

Sd/-

Director