

Legal Assistant - Legal Management

Job Title	Legal Assistant		
Division	Corporate Division		
Department	Legal Department		
Section	Legal Management		
Location	Head Office	Direct Reports	None
Reports To	Manager - Legal	Version Number	1
External Relations	cial authorities.Ministry of Trade and Industry.Po	Guide Number	6971
Internal Relations	All departments	Job Code	

Basic Function

Defending the rights and interests of SMSA via legal expertise against other parties by conducting thorough case studies of existing or any potential legal issues or conflicts. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

General

- Ensure proper legal documentation.
- Legal advice upon request
- Legal cases attend target
- Contracts to be reviewed

Judicial

- Receive letters of invitation (attendance of the Court).
- Preparation of responses for the legal hearing.
- Process and gather all evidence for establishing legal grounds for the issues.
- Attend court hearings in the courts while representing the company.
- Provide legal advice to management.
- Explain and discuss updates to the company's legal councilor after attending the court hearings

Contracts

- Review all contracts for the company and provide feedback based on legal advice.
- Review any notices issued by the complaining parties.
- Clarify and explain differences on contracts with companies.
- Review the staff dismissal decisions from the Saudi labor law perspective.
- Preparation of letters addressed to the police.

Policies and procedures

- Review of internal regulations and compliance with the labor rules.

Report

- Prepare monthly, quarterly, semi-annual, and annual reports on the number of cases and the size and number of consulting contracts.

EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation

Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical	
Behavioral Competencie	
Adaptability	Level 2
Communication	Level 2
Teamwork	Level 2
Technical Competencie	
Compliance Management Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate

Competencies – EHS
<p>Knowledge of basic environment health and safety requirements</p> <p>EHS corporate objectives awareness</p> <p>Awareness of EHS requirements in the QEHS management systems</p> <p>Have attended EHS awareness training (if applicable)</p> <p>Awareness of Environment Health Safety incident reporting</p>

Organizational Competencies
<p>Beginner</p> <p><i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i></p>

Decision Making

Key Performance Indicators (KPIs)
Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience
<p>Diploma (Preferred specialization in their field of work) at least three (3) years of relevant work experience, 2 years of which should be in Level-02 capacity, preferably in the same industry.</p> <p>or</p> <ul style="list-style-type: none"> ● High / Middle School Certificate or Technical Courses <p>(Those in technical jobs must have appropriate certification in their respective trades) with over 1 years industry experience of which at least 2 years has been in Level-02 position</p> <p>or</p> <ul style="list-style-type: none"> ● High / Middle School Certificate or Technical Courses <p>(Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 2 years has been in Level-01 position</p> <p><i>*Note: Industry Experience wherever its applicable</i></p>

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: