

Contract Manager

Company

Asian Sky Group (www.asianskygroup.com) is the leader in Business Aviation consulting services in the Asia Pacific region. It has assembled the most experienced aviation team in the region to provide a wide range of independent services for both fixed and rotary-wing aircraft.

Asian Sky Group has also established a new division, Asian Sky Media, which has an existing and growing portfolio of business aviation reports and magazines specific to the Asia Pacific region, all of which focus on their respective industry segments (www.asianskymedia.com).

Responsibilities:

- Managing contracts databases
- Managing legal project queue
- Drafting baseline contracts
- Carry out basic contracts analysis, advice and formation of contract documents
- Attend meetings and negotiations with client representatives and other involved parties
- Support the continuous improvement of standard form agreement and legal processes
- Managing the contract amendment process
- Preparation of contract summaries
- Serving as the liaison between legal and the company's sales and services departments
- Managing Legal Department administrative functions, including, filing, and data entry, copying and disseminating legal agreements
- Responding to general inquiries and requests for legal documents

Requirements:

- Bachelor's degree or higher in law or related fields
- 1+ years of experience as a contracts manager / paralegal
- Experience managing contracts databases
- Excellent verbal and written communication skills
- Excellent basic drafting skills
- Advanced computer skills (e.g. expertise in MS Word, Excel, PowerPoint and contract management and sales applications)
- Hard working, well organized, extremely detail-oriented, and able to manage numerous projects simultaneously under deadline pressure
- Excellent interpersonal skills, dynamic and highly team-oriented
- Flexibility and willingness to work on a broad variety of matters
- Commitment to professionalism and collegiality are required
- Fluency in spoken and written English and Chinese (Mandarin)
- Applicant will need to remark their salary expectation in the CV

Interested students should send their CV to Ms Check at mccheck@asianskygroup.com.