



SENIOR LEGAL OFFICER - HEAD OFFICE, LAGOS - 0023

Job Purpose

This role is responsible for providing comprehensive legal supports to the Company, managing all legal documentation, and ensuring compliance with Nigerian laws and regulations related to the manufacturing industry. This role requires a proactive, self-driven individual who can work independently and assist in all legal aspects, including contract management, regulatory compliance, corporate governance, and litigation supports.

Responsibilities:

- Provide authoritative legal advice on contracts, commercial transactions, and manufacturing operations.
- Conduct legal research on Nigerian laws and regulations relevant to the manufacturing sector, including health and safety laws, environmental regulations, labour laws, and intellectual property.
- Ensure the Company remains compliant with all local, state, and federal laws and regulations, particularly those affecting manufacturing operations.
- Manage corporate governance tasks with the full support of our external Company Secretary, including maintaining Company's statutory records, drafting resolutions, preparing board meeting documents, and filing required reports with regulatory authorities.
- Oversee the management of contracts, including contract drafting, negotiation support, renewals, amendments, and ensuring proper documentation and retention.
- Provide support for any litigation or disputes, including collecting documentation, liaising with external counsel, and managing the discovery process.
- Collaborate with internal departments such as Production, Supply Chain, Sales, HR, and Finance to ensure that all contracts and agreements meet legal standards and company policies.
- Monitor and stay current with changes in Nigerian laws, industry regulations, and emerging trends that could affect the Company's legal obligations.
- Develop and implement compliance program and policies.
- Act as the point of contact for external legal counsel, ensuring effective communication and managing legal costs.
- Support the Company beside the Internal Audit team with the implementation of Anti-Bribery and Corruption policies and other compliance and risk management policies within the group.
- Assist with the protection and management of the Company's intellectual property, including trademarks and patents.
- Handle administrative duties within the legal department, such as filing, maintaining legal databases, and preparing reports for management.

Qualifications & Experience

- Bachelor's Degree Law (LL. B)
- LL. M is desirable
- 7-10 years' experience as a core corporate and commercial legal counsel, with experience in a manufacturing or related industry in Nigeria
- Professional Certification (ICSAN etc)
- Experience with a Plc Company would be an added advantage
- Knowledge of Microsoft Dynamics Navision or any other Enterprise resource planning (ERP) software
- Proficient in MS Office including Word, Excel, Outlook and ability to produce captivating PowerPoint presentations.