

Vacancy for Asst. Manager – Legal

Company	TATA SIA Airlines Limited (dba Vistara)
Location	Gurugram
Minimum Educational Qualification	Law Graduate - B.A.LL.B.(H.) from a reputed college/university college/university
Post Qualification Experience (PQE)	Minimum 5 years, preferably in hospitality or travel Industry

Job Overview

To be responsible as a key member of the legal dept. of the company with the primary role of handling contracts and corporate advisory.

Key Responsibilities

- Contracts- Responsible for drafting, reviewing, and negotiating a broad range of contracts, including relating to airline partnerships, IT, HR, Marketing, Loyalty Marketing, etc.
- Standardization of Contracts- Standardization of contracts with a focus on standardizing clauses across business relationships and benchmarking these for usage across verticals.
- Corporate Advisory & Legal Research- Provide risk management advice and legal support across all lines of business. Carrying out legal research on a multifarious laws and legal issues.
- MIS- Maintenance of database/MIS of contracts and ensuring a process of warehousing of executed contracts.

Skills & Attributes

- Legal knowhow preferably of Airline Industry or other related industry like hospitality or travel
- Skills to prepare opinions/memo and brief internal stakeholders and external counsel
- Knowledge and experience in handling contracts
- Ability to understand business requirements and apply legal provisions appropriately

Interested candidates may send their resume to Mr. Shashank Jain at shashank.jain@airvistara.com and Mr. Kartik Dawar at kartik.dawar@airvistara.com