Sedafiat

(No. Company 962225-K)

CAREER VACANCY

Company would like to invite any qualified and interested individuals to apply for the vacant position.:

LEGAL EXECUTIVE (COMPLIANCE & REGULATORY)

Department : Legal & Secretarial Department
Minimum Salary : RM 2,300.00 – RM 4,055.00
Location : Sedafiat Sdn Bhd (Head Office)

1. QUALIFICATIONS & WORK EXPERIENCE REQUIREMENTS

- Bachelor of Laws (LL.B) from a recognised university.
- Preferably completed chambering/pupillage and/or 1-3 years' experience in corporate or commercial law; high-potential fresh graduates may be considered.
- Sound knowledge of contract law, corporate law and business-related regulations.
- Experience in healthcare, facilities management, construction or hospital support services is an added advantage

2. SKILLS & COMPETENCIES

- Strong analytical and problem-solving skills with a practical, business-oriented mindset.
- Good written and verbal communication skills in Bahasa Malaysia and English.
- Meticulous, well-organised and systematic in documentation and record management.
- Proactive, able to work independently and collaboratively with minimal supervision.
- Strong interpersonal and stakeholder management skills.
- High level of integrity, professionalism and confidentiality.
- Proficient in Microsoft Office and comfortable with digital filing and contract management systems.

Interested applicants are invited to submit a complete resume with attachments of relevant academic certificates to:

Sedafiat Sdn Bhd
Metro Town, Blok D, Unit 2-3,
Lorong 3, Jln Ulam Raja, Off Tuaran Road, 88300 Kota Kinabalu
Tel : 088- 437000
Email : recruitment@sedafiat.com.my

Closing Date: 28th February 2026

JOB PURPOSE

The Legal Executive supports the Legal & Secretarial Department in all corporate and commercial legal matters, including drafting and reviewing agreements, managing legal documentation, conducting legal research, supporting risk management and compliance initiatives, and providing legal support to internal stakeholders to safeguard the Company's interests and ensure ongoing legal and regulatory compliance.

3. KEY RESPONSIBILITIES

- Draft and review agreements, contracts, deeds, official correspondence and other legal documents involving the Company.
- Review documents from internal departments, customers and vendors to ensure alignment with the Company's interests, policies and standards.
- Assist in negotiating contractual terms with internal and external parties under the supervision of the Head of Department.
- Assist in developing, maintaining and updating standard contract templates and contracting guidelines.
- Prepare and/or assist in providing written or verbal legal advice to Management and internal stakeholders.
- Act as a business partner to operations, finance and other departments by supporting projects and commercial initiatives while balancing legal risks and business objectives.
- Identify, assess and assist in managing legal and compliance risks arising from the Company's day-to-day operations.
- Assist in managing litigation and dispute resolution matters, including preparing case chronologies, compiling supporting documents and liaising with external panel lawyers.
- Conduct legal research and prepare summaries or analyses on new laws, amendments and regulatory developments affecting the Company.
- Assist with compliance initiatives, including sector-specific regulatory requirements and data protection/privacy obligations.
- Monitor and report on relevant legal and regulatory developments.
- Maintain a systematic physical and digital filing system for contracts and legal documents and act as custodian of selected legal records.
- Assist in the preparation and review of corporate governance and corporate secretarial documentation when required.
- Support the organisation of internal legal awareness, compliance and governance training programmes.
- Perform any other related duties as assigned by the Head of Department from time to time.