



(No. Company 962225-K)

CAREER VACANCY

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

SENIOR LEGAL EXECUTIVE (COMPLIANCE & REGULATORY)

Department : Legal & Secretarial Department
Minimum Salary : RM 5,000.00 – RM 8,000.00

1. QUALIFICATIONS & WORK EXPERIENCE REQUIREMENTS

- Education: Bachelor of Laws (LL.B) from a recognized university. Admitted to the Malaysian Bar (Advocate & Solicitor) is an added advantage.
- Experience: Minimum 5 to 10 years of post-qualification experience (PQE) in compliance, regulatory affairs, corporate law, or commercial legal practice.
- Industry Experience: Direct experience in healthcare, hospital support services (HSS), facilities management, or construction is highly preferred.
- Legal Expertise: In-depth knowledge of contract law, corporate compliance, regulatory frameworks, statutory compliance, and corporate governance.
- Track Record: Proven track record in drafting, reviewing, and negotiating complex commercial contracts, as well as managing regulatory audits and risk assessments.

2. SKILLS & COMPETENCIES

- Proficient in Microsoft Office and comfortable with digital filing and contract management systems.
- Strategic & Analytical Thinking: Advanced analytical, risk assessment, and problem-solving skills with a commercial and solution-oriented mindset.
- Communication & Negotiation: Excellent written and spoken communication skills in Bahasa Malaysia and English. Ability to articulate complex legal issues clearly to business stakeholders.
- Leadership & Independence: Able to operate with a high degree of autonomy, lead compliance initiatives, and provide decisive guidance with minimal oversight.
- Stakeholder & Regulatory Management: Strong interpersonal skills to manage relationship building with external regulatory bodies, authority figures, internal management, and external legal counsel.
- Integrity & Governance: Uncompromising commitment to ethics, professional integrity, confidentiality, and sound corporate governance practices.
- Tech & Digital Literacy: Proficient in Microsoft Office Suite and adept at utilizing digital contract management systems, legal research databases, and compliance management software.

3. JOB PURPOSE

- The Senior Legal Executive (Compliance & Regulatory) is responsible for providing legal, regulatory and compliance support to the Legal & Secretarial Department by managing corporate and commercial legal matters, ensuring compliance with applicable laws and regulatory requirements, safeguarding the Company's legal interests, and supporting corporate governance initiatives.
- The role requires independent handling of legal documentation, contract management, legal advisory, regulatory compliance, legal risk assessment and stakeholder engagement while partnering with business units to achieve the Company's strategic and operational objectives.

4. KEY RESPONSIBILITIES

- Draft, review, negotiate and manage commercial contracts, agreements and other legal documents to safeguard the Company's interests.
- Provide legal and regulatory advice to Management and internal stakeholders on corporate, commercial and operational matters.
- Ensure compliance with applicable laws, regulations, corporate governance requirements and internal policies.
- Identify, assess and recommend mitigation measures for legal, contractual and regulatory risks.
- Conduct legal research and monitor legislative and regulatory developments affecting the Company's business.
- Coordinate litigation, dispute resolution matters and liaise with external legal counsel and regulatory authorities.
- Develop, review and maintain legal templates, policies, contract management processes and compliance documentation.
- Maintain proper legal records, contract filing systems and statutory documentation.
- Support legal awareness, ethics and compliance training programmes across the organisation.
- Perform any other duties as assigned by the Head of Legal & Secretarial Department.

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: 10th August 2026