

Job Title: Legal & Compliance Executive

Location: Gurgaon (On-site)

Experience Required: 3–4 years

Education: LLB from reputed law school

Joining: Immediate

Compensation: No constraint for the deserving candidate

Job Summary:

We are looking for a dynamic and detail-oriented Legal & Compliance Executive to join our MNC Client in Gurgaon. The ideal candidate must have 3 to 4 years of experience in managing legal compliance programs, conducting internal audits, and using compliance tools effectively.

Key Responsibilities:

- Manage and oversee the legal compliance program to ensure adherence to applicable laws and internal policies.
- Conduct regular internal audits and reviews to identify potential gaps and ensure that compliance procedures are followed.
- Prepare detailed and accurate reports on audit findings and compliance assessments.
- Communicate audit findings to relevant stakeholders and ensure timely resolution.
- Educate and train employees on compliance regulations, legal frameworks, and best industry practices.
- Collaborate with cross-functional teams to monitor and improve the compliance framework.
- Stay updated with the latest regulatory changes and ensure the organization remains compliant.

Requirements:

- 3–4 years of experience in a compliance or legal role.
- Strong knowledge of compliance tools, internal auditing procedures, and legal frameworks.
- Excellent analytical, reporting, and communication skills.
- Ability to work independently and manage multiple tasks efficiently.
- Candidates must be based in Gurgaon or willing to relocate.
- Immediate availability to join is preferred.

To Apply:

Please share your updated resume at legal@trulex.in or apply from our website.

Last Date to Apply: 2nd May, 2025