



Job Description: Legal Advisor

Job Title: Legal Advisor
Department: Finance & Administration
Reporting to: HR Manager & General Affairs

Purpose of the Job: To provide internal legal guidance, risk assessment, and compliance support by drafting and reviewing contracts, advising on legislation, managing legal disputes and ensuring adherence to laws and policies for Suzuki Auto SA.

Duties & Responsibilities

Duties and responsibilities include the following:

Key Responsibilities

Contract Management

- Draft, review, comment on service and commercial agreements
- Tracking agreements
- Collaborate with internal stakeholders to align contracts with business goals, manage risks, define deliverables, and allocate liability.
- Maintenance of the contract register.

Legal Advisory

- Provide accurate and timely legal advice on compliance, governance, operations, employment, and commercial disputes.
- Support internal departments with legal input on business initiatives and risk assessments.

Legislative & Regulatory Compliance

- Monitor and interpret relevant South African legislation, including sector-specific automotive regulations.
- Develop and implement compliance frameworks to ensure adherence to all applicable legal and regulatory requirements.
- Conduct research on various legal topics as required, including but not limited to Advertising Standards, Competition Law, Employment Law, Consumer Protection, Data Privacy, Document Retention and Company Law.

Risk Management



- Identify and evaluate legal risks across operations and develop appropriate mitigation strategies.

Litigation Support

- Manage and participate in litigation, dispute resolution, and pre-litigation matters.
- Liaise with and manage external legal counsel, attend court proceedings and oversee the resolution of legal disputes.

Policy Development

- Draft and review internal company policies and procedures to ensure alignment with legal requirements and best practices.

Stakeholder Management

- Build and maintain effective working relationships with internal business units, regulators, external legal firms, service providers and other key stakeholders.
- Secretarial function, Shareholder and Board meetings and sub-committee meetings.

Cross-Border Legal Support

- Advise on legal issues related to cross-border transactions, import/export regulations and international agreements. (if required)

Knowledge, Skills & Attributes:

- Relevant LLB qualification with articles completed
- At least 5 - 7 years legal experience in corporate and commercial law or regulatory compliance
- Proficiency in legal research, analysis, contract drafting, and risk management.
- Accurate, meticulous, detailed, precise and methodical.
- Sound business acumen and good general business skills.
- Effective communication skills.
- The ability to work in cross-functional teams.
- High level of computer literacy essential.
- Sound understanding of information systems (IT) as a business enabler.

Behavioural traits:

- Analytical thinking.
- Practical orientation.
- Solid ethics and values.
- Frustration tolerance.
- Flexibility.
- Initiative.



Special Requirements:

Willingness to work overtime when required.

Business travel when required

Potential candidates may be required to undergo psychometric testing.