

Walk-In

Legal Assistant
June 22nd to 26th, 2026
Time: 9.00 AM

Job Description:

Synconfusion is looking for a Legal Assistant in a fast-paced, growing organization that offers a challenging work environment with excellent rewards for the right candidate.

The Legal Assistant will provide comprehensive legal support to the company across various business units and sales departments. This role requires a proactive and detail-oriented legal professional working closely with internal stakeholders to ensure compliance with laws and regulations, manage legal risks and tickets, and support business objectives.


Eligibility Criteria:

- **Degree:** Bachelor of Laws, BA LLB (Hons), BBA LLB, B.Com LLB, BCA LLB, B.Sc LLB (Regular).
- Graduates from 2022 to 2025 with a minimum of 60% in all academics (HSC mandatory).
- Experience: 0 - 1 year in relevant field.
- No gaps of any kind.

Roles and Responsibilities:

The responsibilities of the Legal Assistant will typically include but are not limited to the following: -

1. Draft standard and non-standard agreements in accordance with company business, legal guidelines, and counsel instructions. Ensure correct legal entity names, addresses, signatories, and commercial terms are accurately reflected.
2. Review, analyze, and address redlines received from customers. Implement acceptable changes directly and escalate non-standard or high-risk revisions to Legal Counsel for review.
3. Clearly track changes and maintain version control throughout the negotiation process. Ensure proper filing and accessibility of the redlined agreements that are being negotiated.
4. Work on assignments, research tasks, audits, and special projects assigned by Legal Counsel. Support process improvements, document reviews, and contract management initiatives.
5. Ensure all agreements are error-free prior to sending or execution. Double-check legal, commercial, and formatting details to reduce rework and risk. Confirm consistency between drafted contracts and approved terms.

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6. Follow up with customers to confirm contractual details such as entity information, addresses, signatories, and commercial terms.
 7. Collaborate closely with Legal Counsel, Sales, Accounts, and other internal teams. Provide timely status updates on contract progress and issues. Ensure adherence to internal contract workflows and documentation standards.
 8. Maintain accurate records of drafts, redlines, executed agreements, and correspondence. Update contract management systems with current statuses and notes. Ensure proper filing and accessibility of executed agreements.
 9. Perform cross-functionally across the company to manage different projects and execute new initiatives.

Required Knowledge and Skills:

- Strong Oral and Written Communication Skills.
- Proficient in Microsoft Office Suite.
- Excellent research skills.
- Exceptional understanding and knowledge of corporate laws and procedures.
- Ability to work independently and use initiative to tackle new areas of law with confidence.
- Sound judgment and ability to analyze situations and information.
- Willingness to work in shifts.

Venue:

Syncfusion Software Pvt., Ltd.
AJ-217, Eymard Complex, 4th Avenue,
Shanthi Colony, Anna Nagar, Chennai - 600040.

Interested and Eligible candidates can come for walk-in on June 22nd to 26th, 2026, at 9.00 AM.

For any clarifications please contact: recruitment.chn@syncfusion.com

Note: - Those who attended the interview already are not eligible for this walk-in.