



POSITION: PARALEGAL/LEGAL ASSISTANT

Location : Singapore

Contract period: Fulltime

OUR COMPANY

Established in 2017, Lestari Capital is a Singapore-based company founded to drive market linked finance into tropical forest conservation and restoration initiatives. Lestari Capital aims to strengthen Southeast Asia's emerging ecosystem services marketplace, by connecting demand among corporations (typically commodity producers/buyers) with projects that are protecting or restoring forests.

The Lestari Capital team is highly multidisciplinary and come from diverse professional backgrounds. The team has spent the last 2 years working in collaboration with the global agro-commodity, financial and non-governmental sectors to develop a new finance vehicle, known as the Sustainable Commodities Conservation Mechanism (SCCM). The SCCM acts as a financial and technical platform to match a "supply" portfolio of high-quality ecosystem service projects to market-linked demand and investment. At the core, the SCCM is special purpose vehicle based entirely on legal agreements between market actors and the conservation sector. The health, efficiency, risk profile and growth capability of the company is highly determined by the quality of these legal structures and the company's ability to effectively communicate, negotiate and manage compliance of them. This innovative environmental enterprise has been backed by green enterprise grant support from donor organizations, including the David and Lucille Packard Foundation and the Partnerships for Forests (P4F) program, a sustainable investment incubator financed by the UK's Department for International Development (DFID)

The Indonesian word "Lestari" means sustainable, or everlasting, signifying our commitment to developing long-term sources of finance for high quality conservation and restoration initiatives.

POSITION OVERVIEW

This is a newly created position and will work closely with and report to the Chief Legal Officer.

We are looking for someone who wants a purpose driven role. This newly created position will be part of a multi-disciplinary team that is creating solutions in the increasingly critical sustainability space. The ideal candidate would be passionate about applying their energy and skills to work that is seeking to make a difference to our environment. We need someone with energy and enthusiasm, resourcefulness and adaptability; someone who can understand the macro perspective and then work at the micro level being organised, disciplined and detail oriented to achieve the goals.



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This is an excellent opportunity for someone who wants to be part of creating something new.

POSITION RESPONSIBILITIES

- Contracts - review, templates, drafting
- Due diligence support
- Legal research and updates
- Filing and administration
- Support Chief Legal Officer across spectrum of legal issues and on special projects

REQUIREMENTS

- Diploma in Law or Bachelor's degree
- 2 years + experience as paralegal (or equivalent role)
- High proficiency in MS Office/ Word/ Powerpoint
- Experience with documentation software and filing systems and workflow process tools
- Accustomed to working in cross-functional teams
- High professional ethics, integrity, discretion and confidentiality
- Good English communication skills - written and verbal

PERSONAL ATTRIBUTES AND COMPETENCIES

- Good personal organizational and priority setting skills, with the ability to work effectively under time pressure and manage multiple priorities.
- Capable of working independently as well as being an effective team player, with initiative and creativity.
- Good interpersonal skills, with the ability to effectively interact with people in a multi-disciplinary and multi-cultural environment.
- Values continuous improvement and lifelong learning.
- “Learns more than taught”
- Highly curious

TO APPLY

The salary will be commensurate with qualifications and experience.

Applicants should apply by sending a cover letter and CV to: jobs@lestaricapital.com



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The job description can also be found here: <http://lestaricapital.com/jobs/>

Please include your name and the position as the subject line of the email and in the titles of all attachments (please use the format: YourName_PositionTitle_CV.pdf, YourName_PositionTitle_CoverLetter.pdf). In the body of your email and your cover letter please include this summary table:

Position Title	
Surname	
First Name	
Degree type	
Degree field	
Graduation Date	
Years of work experience	
Technical area	
Software expertise	
Language fluency	
Work residency <i>(indicate ability to work in Singapore/requirement for work permit)</i>	
Availability	