

# OPENING FOR LEGAL INTERNS AND GRADUATE OF DIPLOMA IN LAW AS LEGAL EXECUTIVE OFFICER

**NIROZE IDROOS LLC** is a boutique law firm offering a broad range of legal services. The core practice areas are Civil and Criminal Litigation, Family Law (Civil & Syariah), Probate, Mental Capacity matters and Corporate transactions.

Law students who are pursuing the Diploma in Law and Graduates of Diploma in Law are invited to apply for our internship programme which highly exposes them on the daily work of a lawyer and also in identifying potential candidates for full time position of Executive Legal Officer.

During their internships, they will be assigned to the Director, who is responsible in mentoring and exposing them to our practice and involving them in his daily work tasks. The duration for students internship ranges from 1 to 3 months or more during the school term Internship. For a graduate it will be a full time position with CPF payable.

The practice areas offered for both are :

- Civil & Criminal Litigation
- Family Law (Civil) & (Syariah)
- Mental Capacity Act, LPA, Wills & Testament
- Probate And Estate Matters
- Corporate Disputes

As a Legal Intern and Executive Legal Officer, your duties will include:

- **Legal Research:** Conducting legal research using online databases and resources.
- **Case Management:** Assist in maintaining and organizing physical and electronic case files.
- **Legal Drafting:** Prepare, review, and proofread various legal documents, including initial drafts of affidavits, correspondence, court submissions, and letters of representation.
- **Discovery & Disclosure:** Assist with the discovery process, including organizing and reviewing documents for production
- **Court Filings:** Filing documents via the Court's online platforms.
- **Attendance in Court:** Assist Director for physical court attendance for trials or hearings in The High Court, The State Court, The Family Justice Courts, Syariah Court, Hearings, Mediations, Pre-Trial Conference or Zoom hearings.
- **Administrative Support:** Manage court calendars, schedule meetings, coordinate with clients and external counsel, and handle general office administration related to case files.

Monthly Allowance for Internship : \$600.00 per month.

Monthly salary for full-time Executive Legal Officer - \$2200.00 with CPF payable (applicable for Graduate of Law Diploma)

Please submit your detailed resume with your examination transcripts and a recent passport-sized photo to Ms. Said at [fauziah@nirozelaw.com.sg](mailto:fauziah@nirozelaw.com.sg)

Only shortlisted applicants will be notified.