	Issue: 1 **Date: Nov 2024** **Prepared by:**

JOB DESCRIPTION

1. ORGANIZATION:

Company/Employer: Delta Electronics Int'l (Singapore) Pte Ltd
Department :
Location : Singapore
Superior Leader :
Immediate Leader :

2. ROLE/JOB SUMMARY:

We are seeking a motivated Legal Intern to join our Legal & Compliance team. This internship offers hands-on experience in corporate legal matters, compliance frameworks, and contract management within a dynamic business environment.

3. MAIN RESPONSIBILITIES AND TASKS:

- Assist in drafting, reviewing, and organizing legal documents, including contracts and agreements.
- Conduct legal research on regulatory requirements, compliance issues, and industry standards.
- Support the team in preparing reports and presentations for internal stakeholders.
- Help maintain and update the company's legal database and filing systems.
- Participate in meetings and provide administrative support for ongoing legal projects.

4. ADDITIONAL RESPONSIBILITIES AND TASKS, if appl.:

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5. QUALIFICATIONS:

EDUCATION:

- Currently pursuing a Law degree or equivalent qualification.
- Strong understanding of corporate and commercial law principles.
- Excellent research, analytical, and writing skills.
- Detail-oriented with the ability to manage multiple tasks.
- Proficient in Microsoft Office Suite.

SKILLS:

- Familiarity with intellectual property, data protection, and compliance regulations.
- Prior internship or project experience in a legal setting is a plus.