Position: Assistant Analyst – Legal & Compliance
Department: Planning, Analysis and Risk

Job Responsibilities:

Legal

- Develop a thorough understanding of the business operation and interpret contract requirements, obligations, and risks for internal clients.
- Assist in drafting, reviewing, and negotiating a wide range of contractual documents to manage risk in accordance with company policies.
- Support the analysis of ad hoc business matters, identify legal implications, and provide advice to stakeholders.
- Liaise with external legal counsels as needed to resolve complex legal matters.
- Assist in preparing correspondences with external stakeholders, including government authorities and suppliers, on legal matters.
- Assist in managing trademarks, performing translation work, and handling various licensing matters.

Compliance

- Monitor legislative and regulatory changes, analyze potential impact, and update the company's compliance framework accordingly.
- Assist in implementing company-wide personal data protection measures, including improving privacy policies, conducting internal compliance reviews, coordinating with departments on policy updates, and working with the I.T. and risk management teams on data compliance and security enhancements.
- Support the planning and execution of Responsible Gambling (RG) initiatives and ensure compliance with government-set RG indicators.
- Support the completion of the annual ISO 10002 Quality Management – Customer Satisfaction certification and provide advice to internal stakeholders.
- Assist in reviewing, developing, and updating terms and conditions used across customer forms and documents.

Additional Responsibilities

- Perform corporate secretarial duties and assist in other ad hoc projects as required.
- Research industry best practices and contribute to the continuous improvement of legal & compliance work through the development and update of internal policies, procedures, templates, and worksheets.

Job Requirements:

- Bachelor's degree in law or related fields; degrees from local universities in Macau are advantageous.
- Highly organized, detail-oriented, proactive, self-motivated, and responsible.
- Keen to learn, able to prioritize tasks, work independently under pressure, and effectively collaborate with different stakeholders.
- Strong interpersonal and communication skills, solid reasoning, analytical, and problem-solving skills, and good time management skills.
- Excellent work ethic and integrity.
- Effective oral and written skills in both Chinese and English;
- Proficient in MS Office, Excel, and PowerPoint.