

NAVA & ASSOCIATES

COMPANY BACKGROUND

Nava & Associates (N&A) is a Makati-based law firm that renders a full range of legal services for a select group of local and foreign clients engaged in various industries. Industries served include consumer manufacturing and distribution, retail and franchising, building and construction, investments and property development and management, business process outsourcing, education, healthcare, information technology, among others.

The Firm's main practice areas include: **1. Corporate.** - Services in this area comprise: (i) General retainer and corporate housekeeping, including issuing legal opinions, contract drafting, contract review, and corporate secretaryship, etc.; (ii) Administrative/Corporate, including organization and setting up corporations/partnerships, amendment of articles and by-laws, registration of foreign investments, registration of share issuances and capital increases, dissolution and withdrawal of SEC license for foreign-owned branches and representative offices, etc.; and (iii) Special Projects, including real estate and securities transactions, joint ventures, M&As (mergers and acquisitions), corporate reorganization/spin-off, public offering of shares, and legal due diligence or legal audits, etc. The Firm provides tax advisory as an incident of its corporate practice. **2. Intellectual Property.** - Services in this area include trademark, patent and copyright registration, and review and registration of development, franchise and licensing agreements. **3. Immigration.** - Services in this area comprise: (i) extension of 9(a) visa; (ii) securing Alien Employment Permit (AEP) from DOLE; (iii) securing various work permits such as Special Work Permit (SWP) and Provisional Work Permit (PWP); (iv) securing pre-arranged 9(g) employment visa; (v) downgrading previous 9(g) to 9(a) visa; (vi) securing or cancelling alien certificate of registration (ACR) i-Card including correction of entries therein; (vii) visa revalidation; and (viii) securing emigration clearance certificate (ECC). **4. Labor.** - Services in this area include (i) implementation of rightsizing, redundancy and special separation programs; (ii) formulation of employee manuals; and (iii) representation in SEnA conferences and labor cases. **4. Litigation.** - The Firm handles representation of clients in litigation, including specialized litigation such as intellectual property litigation.

The Firm is managed by Atty. Rose Z. Nava. Prior to N&A, Atty. Nava was Senior Partner at De Borja Medialdea Bello & Guevarra. Atty. Nava, who holds a Juris Doctor degree from the Ateneo Law School, has been in active law practice for 24 years.

Atty. Nava has been Corporate Secretary of Pepsi-Cola Products Philippines, Inc. for ten (10) years now and is also Corporate Secretary of The Bistro Group of Companies, the Philippine franchise holders of TGI Friday's and Italianni's restaurants. She also sits in the Board of Directors and is Corporate Secretary of other local and multinational firms.

POSITION TITLE: JUNIOR ASSOCIATE

ROLE DESCRIPTION

We are seeking talented professionals to join our dynamic legal team with the following job responsibilities:

- Legal research including review, analysis and proper interpretation of laws and jurisprudence;
- Drafting and preparation of replies to various email requests for legal advice from clients, formal legal opinions, contracts, demand letters, pleadings, status reports and other documents;
- Providing regular contract support to client companies
- Review of specialized contracts, including international licensing and franchising agreements, joint venture and consortium agreements for public infrastructure projects, construction and infrastructure contracts, contracts involving real estate and securities, including securities of listed companies, etc.;
- Filing applications and securing approvals thereof in behalf of clients with various Government agencies (SEC, BSP, BIR, DOLE, BI, IPO, etc.) including those relating to business formation and corporate registrations, registration of foreign investments, property sales and acquisitions, employment permits and working visas for foreign expatriate employees, and registration of trademarks and other intellectual property, as well as registration of international license and franchise agreements, etc.;
- Conducting legal due diligence or legal audits for special projects;
- Attendance in meetings with clients (including Board and stockholders' meetings) and conferences with representatives of Government agencies;
- Representation of clients in contract negotiations and in legal proceedings before courts, quasi-judicial agencies, arbitration tribunals and other authorities;
- Notarization of documents subject to the existence of a valid notarial commission; and
- Other tasks as may be required.

JOB QUALIFICATIONS

Applicants for the position must:

- have a law degree from a reputable law school or university and passed the Philippine Bar;
- be physically and mentally capable of discharging all the responsibilities of the position;
- possess strong verbal and written English communication skills and excellent research and analytical skills;
- be able to communicate clearly and professionally with clients, supervising lawyers, peers, and subordinates;

- be attentive to detail, able to stay focused, and follow-through on work assignments;
- have good time management skills and be able to multi-task;
- have initiative and a strong work ethic, with ability to produce output and results that meet client's objectives and expectations;
- have intellectual and emotional maturity, be independent and resourceful;
- be trustworthy, reliable and a good team player; and
- be proficient in MS Office applications (Word, Excel and Powerpoint).

Full-time work in the Firm is required. The Firm is seeking to hire two (2) Junior Associates. A competitive salary awaits successful applicants who will be required to start immediately.

CONTACT INFORMATION

Send your resume / CV via email to gbernardo@navalw.ph, or submit a copy to our office at Mezzanine B, LPL Center, 130 L.P. Leviste Street, Salcedo Village, Makati City with phone numbers 750-9687 or 823-1044.