



## Legal Executive

| ROLE            | LOCATION | DEPARTMENT |
|-----------------|----------|------------|
| Legal Executive | Mumbai   | Legal      |

### ▪ ABOUT LOCOBUZZ

Locobuzz builds AI-powered Customer Experience technology that helps global brands listen, engage, and respond to customers across every digital channel; social, messaging, reviews, and support. Our platform combines social intelligence, conversational AI, and workflow automation to manage millions of customer interactions at scale. Leading brands across industries run their CX operations on Locobuzz.

### ▪ ABOUT THE ROLE

We are looking for a Legal Executive to support the Legal function in a fast-growing SaaS/technology environment. This role works closely with the Assistant Manager – Legal to execute day-to-day legal operations, contract lifecycle management, and compliance support, building toward more independent ownership of matters over time.

### ▪ KEY RESPONSIBILITIES

- Assist with drafting, formatting, and first-pass review of contracts, NDAs, and vendor/client agreements
- Support data privacy compliance efforts, including DPDP/GDPR documentation, checklists, and record-keeping
- Maintain trademark and copyright filing trackers, coordinating with external IP counsel and agents
- Conduct preliminary legal research on regulatory and compliance questions
- Support litigation matters through document collection, coordination with external counsel, and status tracking
- Maintain and update internal legal templates, policy documents, and SOPs
- Handle day-to-day legal queries from Sales, Finance, and Customer Success teams
- Organise and maintain the contract repository and compliance calendar

### ▪ KEY SKILLS / WHAT WE'RE LOOKING FOR

- LLB (or equivalent), enrolled with the relevant State Bar Council
- 1–3 years of experience in legal roles, preferably in SaaS/Technology/IT or law firm experience with TMT or General Corporate Law
- Working knowledge of data privacy laws (DPDP, GDPR) and basic IP concepts
- Good drafting and communication skills
- Detail-oriented, organised, and comfortable working cross-functionally
- Exposure to in-house legal environments is a plus but not required

### ▪ WHY LOCOBUZZ?

- Build hands-on legal experience in a fast-growing SaaS/technology environment
- Grow toward independent ownership of legal matters under an experienced Assistant Manager – Legal



- Access continuous learning and upskilling opportunities
- Comprehensive medical coverage and a collaborative, open workplace culture