

Job title	<i>Manager – Legal Operations</i>
Reports to	<i>VP – Operations & Partnerships</i>
Role	<i>Permanent</i>
Location	<i>Hyderabad</i>

Company

[Caspian Debt](#) a specialized debt vehicle registered as a non-banking finance company (NBFC) and backed by reputed investors like SIDBI Venture Capital, Gray Ghost Ventures (USA), FMO (Dutch Govt Development Finance Institution), DFC (USA), and Triodos Investment Management, apart from its promoter Caspian Equity. Over the past decade, Caspian Debt has provided debt finance of about INR 2,300 Crore to more than 190 small and medium corporate entities across several high impact sectors like food & agribusiness, financial inclusion, healthcare, clean energy, education, water & sanitation, etc.

Caspian Debt takes an investment approach to lending. Our loan ticket sizes range from INR 0.5-150 million. We provide a wide variety of financial products which include term loans, working capital, purchase order finance, bill discounting, receivables finance, revolving limits, venture debt, subordinated debt, guarantees, quasi-equity, etc. Unlike traditional lenders, Caspian Debt does not make lending decisions based on mortgage collateral, but instead depends upon business data and customised product structuring to make loans to high impact companies.

THE CASPIAN CULTURE

Caspian promotes meritocracy and is an equal opportunity employer. You will be an important part of our organization and will have a key role in our continuing success. Working as a team is critically important at Caspian. Our organization is lean and requires efficient solutions, unencumbered by excessive bureaucracy. As a result, we work together to find the most innovative answers, maintaining a very entrepreneurial environment.

We encourage you to visit our website at <https://www.caspiandebt.in/> for more information on the firm.

Job Purpose/ Description

We are looking for an Manager - Legal to take ownership of legal and recovery at Caspian.

Duties and Responsibilities

Corporate Legal Activities:

- Determine the strategies for internal and external legal advisory approaches and the scope of legal advice offered to stakeholders.
- Filing and compliance for legal matters.
- Keep abreast with the regulatory changes and align internal processes to ensure compliance.
- Drive legal technology and innovation adoption within the organization.

Lending legal operations and processing legal documents:

- Drafting of loan agreement template.
- Drafting and vetting of all legal contracts for the company.
- Supporting the execution of new loan agreements, as well as amendments to existing loan agreements and corresponding administration, Issuance of NOC, NDAs, waivers, and other agreements.
- Liaising with Investment Managers, Risk Managers, and Loan Operations Teams to develop and process new deal structures and also implement amendments/waivers and other supplemental deal documents post-disbursement.
- Handling of legal documentation, negotiation on legal clauses, and execution of documents with the borrowers and lenders.
- Reviewing all types of legal agreements that are required for various purposes.
- Ensuring the correctness of data in the Loan Management System.

- Responsible for document safekeeping with the help of partners.

Debt Resolution:

- Identifying and liaising with appropriate service providers for carrying out Debt Resolution for Caspian Debt.
- Representing Caspian Debt in legal matters related to debt resolution.
- Handling correspondence with external parties, lenders, coordination of legal requests.
- Liaising with the internal departments as well as borrowers, notaries, external counsel, service providers, etc.
- Supporting the ongoing monitoring, operational, and legal functions of the investment team.
- Drafting, reviewing, and releasing of legal notices for debt resolution.
- Maintaining and updating an MIS with the status of debt resolution.

Qualifications

Qualifications that are necessary for someone to be considered for the position.

- **Experience:** A minimum of 5 years of experience with financial institutions, NBFC, or corporate law firm. Experience in corporate and transaction advisory is mandatory. Experience in debt reconstruction and resolution is preferred.
- **Education:** Minimum LLB or equivalent
- **Specialized Knowledge /Skills:** General Corporate and Debt Resolution
- **Professional Certification:**
- **Abilities:**
 - Highly team-oriented and results-driven
 - Strong appetite for learning new things.
 - In-depth knowledge of relevant law and best practices
 - Clear written and spoken communication.

Travel requirements

Moderate

Direct reports

Team of 1-2.

Contact Details

Please send your resume to hr@caspiant.in and mention "**Manager – Legal Operations**" in the subject line.

Thank you for your interest in Caspian.
