

JOB DESCRIPTION

JOB TITLE	Legal Intern
ENTITY	Moody's Analytics
LINE OF BUSINESS / DEPARTMENT	Legal
LOCATION	Beijing
REPORTING TO	Assistant General Counsel
<p>The Role / Responsibilities:</p> <ul style="list-style-type: none"> - Assist APAC Legal Counsel to deal with activities relating to customer and vendor contracts, compliance with legal / regulatory requirements, and other administrative matters. - Facilitate in the efficient handling of all relevant activities, including liaising with internal clients, and other service providers where necessary - Assist in the drafting, handling and administration of corporate / commercial contracts as well as legal / regulatory matters including company files, legal research, translation, etc. - Perform other related ad hoc tasks and projects where necessary 	
<p>Qualifications:</p> <ul style="list-style-type: none"> - Must be proficient in Microsoft Office - Professional appearance and demeanour. - Strong communication skills, fluent in oral and written English. - Must demonstrate judgment, tact and diplomacy in dealing with internal and external clients as well as the ability to handle confidential and proprietary information. - Exceptional attention to detail, strong organizational skills, and an ability and desire to work efficiently and productively in a fast-paced, process-oriented environment. - Available to work part-time in CBD area. 	
<p>The Department / Team: MA Legal Department</p>	
<p>To apply, please go to http://www.moody's.com/Pages/car001.aspx and search for job #011976. Or, you can email your resume to: don.shen@moody's.com</p>	
<p>Working at Moody's <i>Our views matter. So will yours.</i></p> <p>The views of each Moody's employee matter and, collectively, those views contribute to our ability to serve credit-sensitive markets worldwide. Diverse opinions are encouraged and leverage the depth and breadth of experiences that our employees bring to work each day. We expect Moody's employees to be accessible and collaborative and, in return, Moody's offers a work environment that promotes intellectual curiosity, analytical rigor and collegiality. Our people and our environment uphold our core values of integrity, insight, intellectual</p>	



leadership, inclusion and independence.

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EEO Language

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Securities Trading Policy (STP)

Candidates receiving an offer to join Moody's Investors Service or Moody's Shared Services shall be required to disclose their securities holdings and those of their family members as defined by Moody's Policy for Securities Trading. Such holdings will be reviewed by the hiring manager during the offer process to identify any potential conflicts of interest. Moody's Human Resources department shall inform the prospective employee of any potential conflicts and remediation actions required. Any formal offer of employment is contingent upon the Candidate's agreement to comply, in advance of employment, with remediation requirements identified by Moody's.