



JAC Recruitment

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Thailand

## PR/116608 | Legal and Company Secretary Manager

### Job Information

**Recruiter**[JAC Recruitment Thailand](#)**Job ID**

1540325

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

May 20th, 2025 12:14

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Legal and Company Secretary Manager

Location: Bangkok

Report to: Legal Director

#### Job Responsibilities:

- Manage daily operations, including reviewing commercial contracts and marketing campaigns from a legal standpoint.
- Provide strategic legal advice to the local management team to mitigate and control potential business risks.
- Collaborate with the global legal team for strategic planning and potential projects, such as M&A deals.
- Handle potential dispute resolutions, including labor issues and consumer claims.
- Address corporate matters, such as board of directors, shareholders, registrations, and related issues.

- Manage BOI-related tasks, including new project applications and regular reporting.
- Build relationships with relevant government bodies, such as the FDA (for food safety), Consumer Protection Board (for consumer claims), BOI, and MOC (for FBA).

Job Requirements:

- A Bachelor's Degree in Law with at least 10 years of post-qualification experience (PQE).
- Preferably holds a Thai lawyer license.
- Experience in the FMCG or consumer products industry is a plus.
- Advanced proficiency in both Thai and English.
- Strong management skills.
- Ability to identify legal issues and proactively propose solutions.
- A "can-do" attitude, working and thinking collaboratively with the business team.
- Self-motivated and capable of working independently.

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Company Description