



PR/158447 | Legal Assistant Manager

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1548028

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 6th, 2025 07:00

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

Company and Job Overview

A well known MNC consumer products company located in KL within public transport area is looking for Assistant Legal Manager.

Job Responsibilities

- Drafting and Reviewing Documents: Creating and reviewing commercial contracts, letters, and other documents.
- Legal Research and Queries: Responding to legal queries and conducting related research.
- Strategic Projects: Leading strategic projects such as running workshops and developing new legal policies.
- Litigation Matters: Formulating responses to Letters of Demand and liaising with external counsels on litigation issues.

Job Requirements

- Bachelor of Laws Degree; Certificate in Legal Practice (CLP)
- Minimum 8 years post qualification experience in the legal field with a combination of both practice and in house experience
- Sound knowledge in corporate/ commercial law, employment law, intellectual property and contract law
- Well versed in dispute resolution

#LI-JACMY

#statekualalumpur

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

Company Description