



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

February 18th, 2026 03:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

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

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Company Description