



JAC Recruitment

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Thailand

PR/116608 | Legal and Company Secretary Manager

Job Information

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

1548997

Industry

Retail

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:59

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.

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.

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Company Description