



PR/123207 | Legal Manager

Job Information

Recruiter
[JAC Recruitment Indonesia](#)
Job ID

1556775

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

September 2nd, 2025 10:44

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

Job Description:

1. Manage various legal aspects related to the company's business units, particularly regarding mining, to ensure business activities are in accordance with applicable regulations and avoid risks that could harm the company.
2. Provide legal opinions on activities, company policies, and issues faced by the company, including legal evaluation and assessment of business activities based on applicable regulations.
3. Draft/review business contracts, letters, or other documents related to the company's activities in accordance with applicable regulations, including negotiating with third parties during the preparation of legal documents.
4. Manage the legal permits of business units and ensure their validity periods do not expire.
5. Handle legal issues faced by the company, both litigation and non-litigation, according to legal and efficient procedures.
6. Handle land acquisition and sales matters for the purpose of carrying out mining activities.

7. Coordinate and establish good communication with external parties such as lawyers, notaries, government institutions (ESDM), and vendors, in carrying out legal activities and the duties of a Legal Manager.
8. Manage legal documents, create legal procedures, and prepare reports on the work of the legal department.

Requirements:

- Minimum educational background of a Bachelor of Law (SH) from a reputable university.
- Proven experience in a similar field for a minimum of 7 years, as Head Corporate Legal or Legal Manager.
- Experience in the mining of Batu Bara and Nickel is highly preferred.
- Understand/know the implementation mechanisms of mining company business activities.
- Hold a certification to practice law in court is highly preferred.
- Possess good knowledge of legal, licensing, contract drafting, and administrative law.
- Have experience in merger, acquisition, capital investment, or corporate actions.
- Able to analyze various cases and provide legal opinions.
- Possess excellent communication, negotiation, and interpersonal skills.
- Possess excellent English language skills.
- Have a strong network in managing legal permits, especially in the mining business.
- Hold a PKPA Peradi certification.
- Accustomed to dealing with government agencies and other related institutions.
- Willing to work in various project locations of the company.

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Company Description