



## PR/118100 | Legal Secretary (Paralegal)

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1559035

**Industry**

Legal

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

October 7th, 2025 10:01

### 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

**Responsibilities:**

- Perform general administrative duties related to legal documentation, including organizing files, managing contract automation systems, and maintaining the corporate electronic database.
- Handle corporate secretarial and compliance tasks such as maintaining records of board meetings, shareholder documents, training logs, and legal billing. **(Candidates with prior experience in these areas will be considered favorably.)**
- Coordinate for meeting schedules and manage the distribution of correspondence.
- Serve as a liaison with external legal counsel and collaborate with internal departments across Asia markets.
- Provide support for additional tasks as assigned by the Legal Director or Manager.

**Qualifications:**

- Bachelor's Degree in any fields with strong English communication skills (spoken and written) with TOEIC score above 650 is preferred
- 5+ years in administrative roles; experience from a law firm or in-house legal department is a plus!

- Highly organized, detail-oriented, proactive, reliable, and trustworthy. Strong interpersonal skills are valued, though extroversion is not required
- Excellent analytical and communication abilities; capable of working independently and within a dynamic team
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and SAP

**Work Location: Near BTS Line (Bangkok)**

**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**