



PR/095285 | Legal Staff (Internal Legal Affairs)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1562408

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

November 18th, 2025 07:00

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

Our client - a company in the real estate development industry is hiring for a Legal Staff position. The organization is known for its commitment to sustainable growth and harmonious coexistence with local communities.

Job Description

- Assist with administrative legal reports and manage license renewals.
- Review and prepare contracts, internal regulations, and compliance documents.
- Support internal decision-making processes through document review and legal analysis.
- Conduct regular training sessions and distribute legal newsletters to promote compliance awareness.
- Provide support for internal audits and voluntary inspection activities.
- Conduct legal and regulatory research, and standardize internal rules for group companies.

- Coordinate compliance management across group entities and perform other tasks as assigned by the line manager.

Job Requirements

- Bachelor's degree in Law (preferred).
- Business-level Japanese proficiency (N1) and business-level English.
- Strong understanding of labor laws, legal matters, accounting, and taxation.
- Excellent organizational skills with attention to detail and multitasking ability.
- Strong communication and interpersonal skills for cross-departmental collaboration.
- Logical thinker with analytical, proactive, and adaptable working style.
- Good time management and self-motivation.

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Company Description