



PR/118481 | Legal Assistant Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1565041

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 6th, 2026 06:00

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

Key Responsibilities

- Draft & review commercial, NDA, service, and license contracts.
- Provide legal advice on employment, IP, import/export, competition law, and data protection.
- Support dispute resolution: fact-finding, evidence collection, litigation coordination.
- Manage Board & Shareholders' Meetings: scheduling, documentation, DBD filings.
- Assist in legal reporting, KPI tracking, and workflow improvements (e.g., digital tools).

Qualifications

- Bachelor's degree in Law (or equivalent).
- Minimum 5 years of experience in corporate legal or law firm practice.
- Strong knowledge of contract, commercial, and corporate law; BOI/DOE regulations.
- English proficiency required; Japanese understanding is a plus.
- Detail-oriented, logical thinker, and able to manage multiple tasks.

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Company Description