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JAC Recruitment Thailand

## 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.

**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