

Job ID: PR/123422 | Legal Assistant Manager | JAC Recruitment Indonesia



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JAC Recruitment Indonesia

PR/123422 | Legal Assistant Manager

Job Information

Recruiter	JAC Recruitment Indonesia
Job ID	1568081
Industry	Securities
Job Type	Permanent Full-time
Location	Indonesia
Salary	Negotiable, based on experience
Refreshed	December 9th, 2025 10:41

General Requirements

Minimum Experience Level	Over 6 years
Career Level	Mid Career
Minimum English Level	Business Level
Minimum Japanese Level	None
Minimum Education Level	Associate Degree/Diploma
Visa Status	No permission to work in Japan required

Job Description

Job Summary
We are seeking an experienced Legal Assistant Manager to lead and manage a legal team.

- Key Responsibilities**
- Lead and supervise the legal team, ensuring effective performance and development.
 - Review, draft, and negotiate various agreements and contracts.
 - Identify potential legal risks and provide strategic recommendations.
 - Ensure compliance with applicable laws, regulations, and company policies.
 - Collaborate with internal stakeholders to support business objectives.
 - Maintain accurate documentation and records for all legal matters.

Requirements

- Proven experience in leading a legal team.
- Strong proficiency in English (written and spoken).
- Prior experience working in a multinational company environment.
- Excellent knowledge of contract law and corporate legal practices.
- Experience in manufacturing industry is an advantage

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Company Description