



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

February 17th, 2026 06:00

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