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インドネシアの求人なら
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
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

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