



## PR/096579 | Legal Senior Executive

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1575405

**Industry**

Legal

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

March 3rd, 2026 08:00

### General Requirements

**Minimum Experience Level**

Over 3 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

My client is a listed Property Developer, with a Global Presence. We are looking for an experienced Legal/Compliance professional to join the lean Legal team.

This role supports the organisation's legal, compliance, and governance functions, working closely with internal stakeholders and external advisors. The position is hands-on and broad in scope, covering contract review, compliance initiatives and governance matters.

#### Key Responsibilities

##### Legal & Compliance

- Review and advise on standard commercial contracts such as NDAs, service agreements, and related documents
- Provide guidance on legal and compliance matters to internal teams
- Conduct legal research on applicable laws and regulatory requirements
- Plan and carry out compliance initiatives, including compliance briefings, data protection matters, and policy reviews
- Support business development and real estate investment projects from a legal and compliance standpoint
- Coordinate with external law firms, advisors, and relevant authorities as required

#### Governance

- Promote awareness and understanding of group governance policies among employees
- Monitor business activities to ensure alignment with internal governance frameworks
- Support internal audit exercises and follow up on remediation actions
- Liaise with headquarters governance and internal audit teams when necessary

#### Requirements

##### Qualifications

- Bachelor's degree in Law

##### Experience & Skills

- 3–5 years of relevant working experience
- Prior exposure to reviewing commercial contracts
- Experience in legal, compliance, or governance functions
- Familiarity with Singapore corporate and commercial laws is preferred
- Comfortable using Microsoft Word and legal review tools
- Strong written and verbal communication skills in English

If this opportunity piques your interest, do apply online or feel free to reach out to me directly. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Jonathan Gouw

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R22108517

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#### Company Description