



PR/095600 | Legal Assistant Manager (Power & Utility)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1578059

Industry

Other

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

May 25th, 2026 02:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

We are seeking a highly motivated Legal Assistant Manager to join Vietnam legal team. The ideal candidate will have strong experience in Mergers & Acquisitions (M&A), legal due diligence, and regulatory compliance, with a solid understanding of the energy and utilities sector. This role supports the company's growing portfolio in Vietnam by providing high-quality legal advice, managing transaction workflows, and ensuring compliance with local laws and international standards.

Job Responsibilities

1. M&A and Transaction Support

- Assist in managing legal aspects of M&A transactions, including pre-transaction structuring, document review, and post-deal implementation.
- Conduct and coordinate legal due diligence on target companies in the energy/utilities sector.
- Draft, review, and negotiate transaction documents (NDAs, MOUs, SPAs, shareholders' agreements, etc.) under supervision.
- Work closely with internal stakeholders (finance, tax, technical teams) and external parties (law firms, consultants, authorities) to ensure smooth deal execution.

2. Regulatory & Compliance

- Monitor and interpret evolving regulations related to power, renewable energy, utilities infrastructure, and foreign investment in Vietnam.
- Prepare and manage regulatory filings, licensing procedures, and project registrations with authorities (MPI, DOIT, EVN, etc.).
- Support compliance programs, internal audits, and corporate governance processes.

3. Contract & Document

Management

- Review, draft, and negotiate commercial contracts relevant to energy projects (EPC, O&M, service agreements, supply agreements).
- Ensure contracts comply with Vietnamese law and the company's global standards.

4. Corporate Affairs & Stakeholder Management

- Provide legal support for corporate housekeeping: enterprise registration, charter amendments, board/shareholder resolutions, capital increase/decrease, etc.
- Liaise with government authorities, external counsel, and business partners to support project and operational needs.
- Assist in managing legal risk and advising business units on day-to-day operational matters.

5. Internal Support & Reporting

- Prepare legal memos, risk assessments, and internal reports for regional and global management.
- Support training initiatives to strengthen legal awareness within the Vietnam team.

Job Requirements

- Bachelor's or Master's degree in Law (Vietnam law mandatory; overseas qualifications a plus).
- Minimum 5 years of relevant legal experience, preferably in: **Energy/utilities sector**, or **Corporate/M&A practice** from a reputable **law firm** or **multinational company**.
- Experience handling foreign-invested projects in Vietnam is preferred.

#LI-JACVN

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Company Description