



PR/119063 | Legal Chief

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1578092

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

April 13th, 2026 04:00

General Requirements

Minimum Experience Level

Over 1 year

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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

Legal Staff (Workplace at Wang Noi, Ayutthaya)

Position: Legal Staff

Location: Lam Sai, Wang Noi, Ayutthaya

Business: Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.00 PM, working on Saturday 2-3 times per month

JOB RESPONSIBILITIES

- Draft and prepare various types of contracts as assigned.
- Review contract information to ensure legal accuracy and completeness.
- Compile and update contracts, ensuring the information is correct and appropriate.
- Maintain records and update legal documents, regulations, rules, orders, announcements, etc., ensuring accuracy and alignment with current laws.
- Respond to legal inquiries, complete questionnaires, and participate in remote meetings with the parent company, affiliates, clients, and business partners.
- Research information, prepare documents, and carry out legal tasks assigned by supervisors.
- Oversee legal-related insurance matters concerning business operations, business licenses, products, executives, and staff.
- Manage intellectual property matters, including trademarks, patents, and related rights.
- Submit requests for changes, updates, and certified copies of important company documents such as company affidavits, Memorandum of Association, shareholder lists, and registered addresses.
- Coordinate with responsible parties on matters such as annual tax filing, license applications, facility establishment, urban planning meetings, and public area usage.
- Provide legal advice, recommendations, and opinions on various matters, such as community complaints, regulatory fines, fraud, unfair business practices, or rights violations.
- Coordinate with authorities for filing police reports and negotiating settlements in cases such as theft, trespassing, or disputes.
- Coordinate with law firms or legal advisors regarding litigation and legal proceedings.
- Input and report information to the Department of Industrial Works regarding waste materials.
- Perform other tasks as assigned by supervisors.
- Participate in company activities related to ISO 14001, Safety, CCCF, and other quality systems.

JOB REQUIREMENTS

- This position, salary around 20,000 – 25,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Laws.
- Experience around 1 year experience in Legal in manufacturing business will be advantage.
- Knowledge in factory-related laws and regulations.
- Experience submitting factory license applications.
- Able to drive car and have driving license will be advantage.
- Able to travel for off-site work.
- Able to work overtime as required.
- Able to use computer literacy in MS Office, Excel
- Able to use English in work.
- Able to travel to work around Lam Sai, Wang Noi, Ayutthaya

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Company Description