



PR/096771 | Legal Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1582410

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

March 31st, 2026 07:00

General Requirements

Minimum Experience Level

Over 1 year

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

Job Title: Legal Executive

Location: Singapore - Central

Your New Company

Our client is a global leader in transportation and logistics, operating one of the world's largest and most diverse fleets. With a strong focus on sustainability and digital innovation, they deliver integrated shipping and logistics solutions that connect businesses and communities worldwide.

Serving as a key regional hub, the Singapore office oversees ship management, technical services, and strategic coordination for South Asia and Oceania. The team drives initiatives in safety, environmental responsibility, and advanced maritime technologies, supporting the company's vision for sustainable growth and operational excellence.

Your New Role

- Support the Asia Legal team with legal administration, document management, and coordination

- Maintain contract trackers, legal records, and internal reporting materials
- Assist business teams with legal reviews, projects, and routine legal queries (escalating complex matters when required)
- Review and draft commercial contracts such as NDAs and service agreements
- Conduct legal research on commercial and maritime topics and prepare summaries
- Coordinate with external counsel and liaise with HQ legal teams
- Support ad-hoc legal and administrative matters

Key Qualifications for Success

- Degree in Law (LLB or equivalent) or Diploma in Law with relevant experience
- 1–2 years' experience in a law firm or in-house legal team
- Prior Paralegal / Legal Executive experience required
- Exposure to maritime or shipping matters is advantageous
- Strong organisational and communication skills with attention to detail
- Proficiency in written and spoken English

Ready to Take the Next Step?

Apply online or feel free to contact me directly for more information about this opportunity. 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

#LI-JACSG #countrysingapore

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Company Description