



## PR/096799 | Legal and Compliance Manager

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1582426

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

May 26th, 2026 05:00

### 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

**About the Role** My client is a leading bedding company, and we are looking for an **Assistant Manager, Legal & Compliance** to support the business on legal, compliance, and governance matters. This role will work closely with management and internal teams to ensure operations remain aligned with regulatory requirements while supporting business activities. **Key Responsibilities**

- Review, draft, and negotiate commercial contracts including vendor agreements, service agreements, NDAs, tenancy, licensing, and other operational documents
- Provide legal guidance to internal stakeholders on contract interpretation, obligations, and potential risks
- Maintain and develop contract templates, legal documentation, and contract management processes
- Support corporate governance and corporate secretarial matters including board documents, resolutions, meeting minutes, and statutory records
- Monitor regulatory developments and assist with the implementation of compliance policies and internal controls
- Coordinate with management, external counsel, and relevant authorities on legal, regulatory, or audit matters
- Manage intellectual property matters such as trademark filings, renewals, and coordination with external advisors
- Identify legal and compliance risks and support mitigation strategies while maintaining legal documentation and internal contract repositories

**Requirements Education** • Bachelor's degree in Law or related discipline

**Experience** • Around 4–7 years of relevant legal experience in a law firm or in-house environment • Experience with commercial contracts, compliance, and corporate governance • Prior in-house experience within a lean team environment is advantageous

**Skills** • Strong contract drafting and legal analysis skills • Good understanding of corporate

governance and compliance practices • Strong organisational skills and attention to detail • Ability to work independently while managing multiple stakeholders

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