



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

April 14th, 2026 12:01

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