



PR/095777 | Legal Executive

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1591479

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 10:25

General Requirements

Minimum Experience Level

Over 3 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

Key Responsibilities

- Provide legal support for tendering activities, particularly regarding commercial terms and contractual conditions.
- Draft, review, negotiate, submit, issue, and manage contracts with Employers, subcontractors, and suppliers.
- Ensure contracts are compliant with applicable laws, internal policies, and project requirements.
- Provide internal legal advice and legal support as assigned by the Head of Department.
- Assist departments in identifying and managing legal risks.
- Support compliance with Vietnamese laws and regulations, especially in construction and related fields.

Requirements

- Bachelor's Degree in Law.
- At least 03 years of working experience in legal-related positions.
- Practical experience in construction contracts is required.
- Knowledge of laws and regulations related to construction and building.
- FIDIC contract certification is a strong advantage.
- Strong skills in contract negotiation, drafting, and legal writing.
- Effective written and verbal communication skills in English and Vietnamese

#LI-JACVN

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Company Description