



PR/119900 | Legal Staff

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1599110

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 10:51

General Requirements

Minimum Experience Level

Over 3 years

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

Legal Staff**Key Responsibilities:****1. Contract Management & Legal Review**

- Draft, review, and manage a wide range of contracts, both internal and external, including lease agreements, supplier/vendor contracts, and service agreements.
- Implement and manage an electronic contract system (E-Contract), including designing and improving contract management workflows.
- Develop and maintain standardized contract templates to ensure consistency and efficiency.

2. Legal Dispute Handling & Risk Management

- Provide legal advice on issues arising at branch level, including customer complaints and incidents.
- Develop risk management strategies and preventive measures in line with applicable laws, including consumer protection laws and Thailand PDPA.
- Liaise and coordinate with external legal advisors and law firms when necessary.

3. Labor Law & Employee Relations

- Handle legal matters related to employment disputes, such as termination, unpaid wages, and workplace harassment.
- Review and update company work rules to ensure compliance with labor laws.
- Support internal disciplinary committees (e.g., Reward and Punishment Committee) and advise on appropriate actions.

4. Compliance & Internal Training

- Communicate legal requirements and policies to branch managers and staff in a clear and practical manner.
- Develop and conduct internal training programs on legal and compliance topics, such as PDPA and regulatory requirements.
- Promote legal awareness across the organization to prevent potential issues.

Qualifications:

- Bachelor's degree in Law or related field, or equivalent practical legal experience.
- Minimum 3 years of experience in legal-related work, Contract drafting and review
- Liaising with law firms, In-house legal functions.
- Handling disputes with employees, customers, or business partners.
- Strong communication and logical thinking skills, with the ability to drive cross-functional problem solving.
- Proactive mindset: not only identifying risks but also proposing practical solutions to support business operations.
- Positive attitude, team player, and adaptable personality.
- Quick-thinking, motivated, and willing to take on new challenges.
- Experience in the restaurant or retail industry, particularly in companies with rapid expansion or multiple branches, is a plus.
- Professional legal qualifications (e.g., Lawyer License) or advanced legal education (e.g., Master's/PhD in Law or equivalent expertise).
- English proficiency sufficient to communicate with headquarters.

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Company Description