



PR/110347 | Manager – Legal {Gurgaon}

Job Information

Recruiter

JAC Recruitment India

Job ID

1599473

Industry

Retail

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:25

General Requirements

Minimum Experience Level

Over 10 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

< DUTIES AND RESPONSIBILITIES >

Contract and Legal Document Management

- Negotiate, draft, and review a wide range of legal documents and contracts (NDAs, letters of intent, supplier and service agreements, franchisee contracts, communication and IT agreements, etc.)
- Handle lease negotiations, renewals, terminations, and construction contracts; provide legal advice on real estate matters
- Maintain and monitor the contract database, including key renewal and expiration dates
- Create, manage, and update contract templates and legal documentation
- Draft and revise internal policies and procedures, when needed
- Support OHQ in adapting Global documents to local requirements

Consumer Protection

- Advise on, draft, and update general terms and conditions of sale, ensuring compliance with consumer protection laws and safeguarding brand integrity
- Provide legal guidance on disputes and claims related to consumer law, including issues of parallel trade
- Deliver targeted training sessions on consumer protection topics to relevant departments

Compliance and Regulation

- Ensure compliance with applicable regional regulations
- Implement and monitor adherence to Global compliance programs, including anti-corruption, supply chain vigilance/CSR, antitrust, data protection policies, etc
- Develop, adapt, and promote compliance policies and procedures (e.g., data protection, ethics, environmental and labour standards), aligned with Global standards, including regional training initiatives
- Conduct legal monitoring of applicable regulations and ensure ongoing compliance (excluding tax matters)

Corporate Governance

- Ensure compliance with applicable regional regulations
- Prepare board and shareholder resolutions
- Handle business license registrations and renewals including BIS
- Certify legal documents as required
- Conduct legal monitoring of applicable regulations and ensure ongoing compliance (excluding tax matters)

General Legal Support

- Conduct legal research and regulatory analysis
- Support operational teams in managing their business relationships, including the termination of those relationships
- Manage disputes and litigation when applicable
- Support the HR department on labour law issues
- Support in protecting Intellectual Property

< REQUIRED SKILLS & EXPERIENCE >

- A minimum of 5-8 years of practical legal experience acquired in law firms and/or in-house legal departments, ideally within the retail or luxury sector
- Proficient computer skills: Microsoft Suite (Word, Excel, Outlook, PowerPoint)
- Ability to work independently while demonstrating a strong sense of initiative and accountability
- Collaborative mindset with a pleasant, intuitive, and proactive attitude. Highly organized, rigorous, and autonomous
- Excellent analytical and communication skills, with a strong interest in business operations. A pragmatic, business-

oriented approach is essential—you are expected to act as a true business partner, not merely a support function

- Able to adapt to environmental changes and varying needs with flexibility
- Bachelor's and master's degrees in law from a recognized university

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

Company Description