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JAC Recruitment Indonesia

PR/123881 | Corporate Legal Manager

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1599810

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

July 10th, 2026 15:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:

- Manage and ensure corporate legal administrative compliance across all group entities (±50 entities)
- Handle General Meeting of Shareholders (GMS), corporate deeds, and legal documentation in coordination with notaries
- Oversee and manage company licensing and compliance via OSS / BKPM
- Organize and maintain a well-structured corporate legal document database
- Ensure all company activities comply with applicable laws and regulations
- Provide regular updates on new government regulations relevant to the business
- Coordinate with the Subholding Legal Team (±10 members) for data and legal support requirements

- Maintain relationships with notaries, regulators, and external stakeholders
- Supervise and guide 1 Corporate Legal staff at holding level
- Report directly to Head of Legal / Management

Job Requirements:

- Bachelor's Degree in Law
- Minimum 3 years of experience at Manager level
- Strong experience in corporate legal / corporate compliance (administrative focus)
- Hands-on experience in BKPM / OSS licensing and compliance processes
- Experienced in handling GMS, corporate documents, and notary coordination
- Has a strong and reliable network of notaries
- Good understanding of Indonesian corporate law and regulatory compliance
- Detail-oriented with strong hands-on execution capability
- Experience working in a multi-entity / group company environment is preferred
- Strong communication and coordination skills

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Company Description