



PR/119918 | Assistant Legal Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1604875

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 12:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Assistant Legal Manager

Location: Bangkok, Thailand

The ideal candidate will possess strong experience in corporate legal affairs, commercial contract review, negotiation, and legal advisory, with the ability to balance legal requirements with business objectives.

Key Responsibilities

Corporate Legal

- Provide legal advice on corporate, commercial, and operational matters.
- Support corporate governance activities and ensure compliance with applicable laws and regulations.
- Position Overview
- We are seeking an experienced and business-oriented Assistant Legal Manager to provide legal support across corporate and commercial matters. This role will partner closely with management and various business functions to ensure legal compliance, manage legal risks, and provide practical legal solutions that support business growth.
- Review and prepare corporate documents, resolutions, and legal filings.
- Coordinate with external legal counsel and relevant government authorities when required.
- Monitor legal and regulatory developments affecting the business.

Contract Review & Management

- Draft, review, negotiate, and revise commercial agreements, including:
 - Service Agreements
 - Customer Contracts
 - Vendor and Supplier Agreements
 - Non-Disclosure Agreements (NDA)
 - Lease Agreements
 - Transportation and Logistics Agreements
 - Other business-related contracts
- Identify legal risks and propose practical risk-mitigation measures.
- Ensure contractual terms adequately protect the company's business interests.

Legal Advisory

- Provide day-to-day legal advice to business units and management.
- Review business initiatives and provide commercially practical legal recommendations.
- Support contract negotiations with customers, suppliers, and business partners.
- Act as a trusted legal business partner to internal stakeholders.

Compliance & Risk Management

- Assess legal and regulatory risks arising from business operations.
- Support compliance programs, internal policies, and legal procedures.
- Assist in handling disputes, claims, and litigation matters.
- Coordinate with external counsel regarding legal proceedings when necessary.

Training & Internal Support

- Conduct legal and compliance training for employees.

- Develop and update legal policies, guidelines, and contract templates.
- Promote legal awareness and best practices across the organization.

Qualifications / Education

- Bachelor's Degree or higher in Law.
- Lawyer License and/or Notarial Services Attorney License would be an advantage.

Experience

- 5-10 years of experience in corporate legal, commercial legal, or legal advisory roles.
- Strong experience in reviewing, drafting, and negotiating commercial contracts.
- Experience supporting business operations in multinational companies is preferred.
- Background in logistics, supply chain, transportation, manufacturing, trading, or related industries would be advantageous.

Skills

- Strong knowledge of Thai corporate and commercial laws.
- Excellent contract drafting and negotiation skills.
- Ability to provide practical legal advice aligned with business objectives.
- Strong analytical, communication, and stakeholder management skills.
- Good command of English, both written and spoken.
- Ability to work independently and manage multiple priorities.

Key Competencies

- Business Partnering Mindset
- Commercial Awareness
- Risk Assessment & Management
- Negotiation Skills
- Problem Solving
- Stakeholder Management
- Attention to Detail

Reporting Line: Legal Manager

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Company Description