



タイの求人なら
JAC Recruitment Thailand

PR/120121 | Legal Assistant Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1604897

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 11th, 2026 03:00

General Requirements

Minimum Experience Level

Over 6 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

The Company is a **Japanese business** and is currently seeking an experienced candidate to join as a **Corporate Legal Assistant Manager**. This position will be responsible for supporting corporate legal, compliance, and governance matters while providing legal guidance to support **the company's manufacturing operations** and business objectives.

Key Responsibilities

- **Provide legal advice and support across a broad range of business activities** to ensure organizational interests are protected.
- **Draft, review, and negotiate commercial agreements, corporate documents,** and other legal instruments while managing potential legal and business risks.
- **Monitor relevant laws and regulations,** assess compliance requirements, and recommend appropriate actions to support business objectives.

- Develop, implement, and maintain internal policies, procedures, and governance standards in line with legal and regulatory expectations.
- Assist in managing legal disputes, claims, and external legal matters, including coordination with outside counsel and regulatory authorities.
- **Advise internal stakeholders** on employment, corporate, and general commercial legal issues.
- **Build strong relationships** with key stakeholders and provide practical legal solutions to support decision-making.
- Lead, coach, and develop team members while ensuring effective execution of legal and compliance activities.

Key Qualifications

- Bachelor's Degree or higher in Law.
- **Minimum 5-7 years of relevant experience** in a legal, compliance, or corporate advisory role.
- **Strong knowledge of commercial law**, regulatory compliance, contract management, and corporate governance principles.
- Demonstrated ability to assess legal risks and provide practical business-oriented solutions.
- Excellent communication and interpersonal skills with the ability to work effectively across all levels of the organization.
- **Strong command of written and spoken English.**
- Proven skills in negotiation, stakeholder management, analytical thinking, problem-solving, and team leadership.

Location: Pathum Thani

Business: Automotive Manufacturing

Working Hours: Monday - Friday, 8:00 AM - 5:00 PM

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.

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Company Description