



PR/096082 | [Dong Nai] Junior Legal Staff

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1604968

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 13:00

General Requirements

Minimum Experience Level

Over 1 year

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

Company Overview

JAC's client, a Vietnamese industrial park and real estate development company, is looking for a Legal Staff.

Location: Binh An Commune, Dong Nai City, shuttle bus from HCMC provided

Job Responsibilities

- Manage contract lifecycle, including compliance, renewals, and terminations.
- Coordinate with internal departments to resolve contract-related issues.
- Maintain and update contract records and documentation.

- Monitor relevant legal regulations and compliance requirements.
- Support other legal and administrative tasks as assigned.

Job Requirements

- Bachelor's degree in Law.
- Strong contract review, analysis, and document management skills.
- Proficient in Microsoft Excel and contract tracking systems.
- Good communication and cross-functional coordination skills.
- 1–2 years of relevant experience.
- Good English reading and communication skills.

#LI-JACVN

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Company Description