



PR/096120 | Legal Staff

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1605659

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 02:00

General Requirements

Minimum Experience Level

Over 3 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

Company and Job Overview

A reputable foreign-invested real estate and property management company, operating premium commercial and building projects in Vietnam.

Job Responsibilities

- Manage and execute corporate legal procedures, including business registration, investment-related filings, operational licenses, and other statutory applications required for project entities.
- Prepare and maintain corporate governance documentation, such as resolutions, board/shareholder meeting records, and internal legal records.
- Ensure accurate legal documentation management and timely submission of mandatory reports to relevant authorities.
- Monitor the validity of permits, approvals, certificates, and legal documents necessary for project and property

operations, and coordinate renewal or amendment procedures when required.

- Provide legal guidance and practical solutions for issues arising in day-to-day building and project management activities.
- Support the development, review, and enhancement of contract templates and legal documentation standards.
- Draft, assess, and negotiate a range of commercial agreements, including leasing, service, procurement, and vendor-related contracts.
- Liaise with government agencies during inspections, audits, and regulatory reviews, including preparation of supporting documents and follow-up actions.
- Assist in handling disputes with tenants, contractors, residents, and other stakeholders through negotiations, legal correspondence, and coordination with external counsels.
- Advise management on legal risks, compliance matters, and operational issues to support informed business decisions.
- Participate in drafting and updating company policies, internal procedures, and compliance frameworks.
- Deliver legal and compliance awareness support to internal departments when required.
- Support administrative legal processes, vendor payment documentation, signature workflows, and other duties assigned by management

Job Requirements

- Bachelor's degree in Law from a reputable law university or legal faculty within a recognized national university system.
- Minimum several years of legal experience, preferably in corporate, real estate, property management, or in-house legal functions.
- Strong command of English in both written and verbal communication; Japanese language ability is advantageous.
- Solid understanding of corporate governance, contract management, compliance, and regulatory matters in Vietnam.
- Strong analytical mindset with the ability to provide commercially practical legal recommendations.
- Effective communication and stakeholder management skills.
- Detail-oriented, reliable, and highly responsible in handling legal matters.
- Team-oriented, adaptable, and willing to support a broad range of assignments in a dynamic environment.
- Self-starter with the ability to drive business development independently.
- Consistent aspiration for personal growth.
- Fluent business English in all skills.

Benefits

- Attractive salary package commensurate with experience and qualifications.
- Performance-based annual bonus.
Annual salary review opportunity.
- Comprehensive insurance and statutory benefits in accordance with Vietnamese labor regulations.
- Transportation and other company allowances.
- Overtime compensation in line with company policy.
- Full salary during probation period.
- Professional and stable working environment with long-term career development opportunities.

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your

understanding.
#LI-JACVN

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Company Description