

PR/096189 | Senior Legal Specialist

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1609382

Industry
Business Consulting

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 02:00

General Requirements

Minimum Experience Level
Over 6 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

Job Responsibilities

- Provide legal and compliance advisory support to group companies in Vietnam.
- Review commercial contracts and legal documents, and provide practical legal recommendations.
- Conduct internal legal and compliance training for group companies.
- Monitor changes in laws and regulations and communicate relevant updates to stakeholders.
- Support internal whistleblower investigations and compliance-related matters.
- Liaise with government authorities and external parties when required.
- Collaborate with headquarters in Japan and legal/compliance teams across the global group network.
- Participate in regional and global legal and compliance initiatives, including occasional overseas business trips.

- Support related administrative tasks such as meeting minutes, document management, translation, and schedule coordination.

Requirements

- Bachelor's Degree in Law or higher.
- Minimum 2 years of experience in an in-house legal department or a law firm serving corporate clients.
- Strong knowledge of Vietnamese corporate, commercial, labor, and investment law, particularly in a business environment.
- Excellent legal research, contract review, legal interpretation, and analytical skills.
- Strong communication and stakeholder management abilities.
- Business-level English and Vietnamese.

Preferred Qualifications

- Qualified Lawyer in Vietnam or another jurisdiction.
- Experience working for Japanese companies or advising Japanese clients.
- Experience supporting manufacturing, factory, or multinational business operations.
- Familiarity with compliance, corporate governance, and internal investigations.

Benefits

- Competitive salary
- Tet bonus and mid-year bonus.
- Opportunities for overseas business trips to Japan and other countries.
- Annual health check-up.
- Full statutory insurance coverage.
- Work-related accident and commuting accident insurance.
- Reimbursement of communication expenses.
- Lawyer license renewal fee support (if applicable).
- Professional and international working environment with exposure to regional and global legal matters.

Location: Hoan Kiem District, Hanoi, Vietnam

#LI-JACVN

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Company Description