



PR/096223 | Purchasing Staff (Legal Management)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1612802

Industry

Electric Power, Gas, Water

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

September 15th, 2026 10:26

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

RESPONSIBILITIES

Review contracts concluded with business partners, conduct risk assessments, and check appropriateness from the perspective of legal compliance.

Conduct risk investigation and screening regarding the legal qualifications and organizational structure of business partners.

Review and check the appropriateness of various Purchasing Department documents (regulations, guidelines, procedures, forms, etc.).

Monitor and follow up on the operational status of purchasing activities.

Handle internal and external audits.

Respond to consultations regarding legal risks within the Purchasing

Department and propose preventive measures.

Provide support and assistance and the supporting section.

REQUIREMENTS

At least 1 year of working experience directly related to laws and regulations in a law firm.

Strong communication skills in either English or Japanese.

Be careful and timely at work.

Cooperative spirit and high responsibility, trustworthiness and teamwork.

BENEFITS

Working location: Long Duc Industrial Park, Dong Nai Province.

Working schedule: Monday to Friday (7:45 AM – 4:30 PM, including a 45-minute lunch break).

Company shuttle bus provided from Hang Xanh, Thu Duc, Bien Hoa, and Vung Tau.

13th-month salary and performance bonus paid twice annually.

Professional training and career development opportunities within a leading Japanese manufacturing company.

Stable, collaborative, and professional working environment.

ABOUT THE COMPANY

JAC's client is a Japanese manufacturing company specializing in industrial automation components and equipment, including cylinders, valves, and automatic control devices. With ongoing expansion in Vietnam, the company offers opportunities to work in a professional manufacturing environment focused on operational excellence, continuous improvement, and long-term career development.

#LI-JACVN

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Company Description