

PR/096283 | [Japanese Speaking] Legal Executive

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1616162

Industry
Software

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 05:00

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

Company Overview

A company providing software development and testing services worldwide is hiring a Legal Executive with Japanese N2 proficiency. The company values collaboration, legal compliance, and high-quality service delivery, offering an opportunity to contribute to business operations and support its continued growth.

Job Description

- Draft and review contracts, non-disclosure agreements, quotations, and other legal documents.
- Prepare and review HR documents, including labor contracts, official letters, and internal announcements.
- Develop and revise HR policies and regulations in compliance with Vietnamese law.
- Prepare legal documents and ensure compliance with applicable regulations.

- Support internal teams and perform other duties assigned by the supervisor.

Qualifications

- Bachelor's degree in Law.
- At least three years of experience in a similar position.
- Japanese proficiency at N2 level and fluency in English.
- Experience in IT companies, law firms, or consulting firms is an advantage.
- Strong attention to detail and effective communication skills.

#LI-JACVN

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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Terms and Conditions Link: https://www.jac-recruitment.vn/terms-of-use

Company Description