

PR/120026 | Legal (Senior or Supervisor)

Job Information

Recruiter
JAC Recruitment Thailand

Job ID
1621734

Industry
Automobile and Parts

Job Type
Permanent Full-time

Location
Thailand

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

The Legal Supervisor will be responsible for ensuring the company's compliance with legal and regulatory requirements by coordinating with key government authorities, managing expatriate work authorization and immigration matters, reviewing commercial agreements, and maintaining corporate legal documentation. The successful candidate will work closely with internal stakeholders and external regulators to support business operations, permit management, and corporate governance activities.

Key Responsibilities

- Liaise with government authorities and regulatory bodies to obtain and maintain permits, licenses, and approvals required for business operations.
- Manage and monitor expatriate employee documentation, including:
    - Work Permits

    - Non-Immigrant Visas
    - Re-Entry Permits
    - Related immigration requirements
- Review and manage commercial agreements, including sales, transportation, leasing, delivery, and land-related contracts.
- Ensure proper maintenance and control of legal documents, contracts, and company records.
- Coordinate with the Customs Department regarding export privileges, customs benefits, tax refund matters, Gold Card requirements.
- Support applications, renewals, and extensions of permits and licenses related to company facilities and operations.
- Work closely with the Board of Investment (BOI), Industrial Estate Authority of Thailand (IEAT), Department of Employment, Department of Industrial Works, and other relevant authorities.
- Maintain and update corporate registrations and company seal documentation with the Department of Business Development (DBD).
- Provide legal and administrative support to the Corporate Planning Department and cross-functional stakeholders.
- Promote compliance with company policies, including safety, occupational health, and environmental standards.
- Perform other duties as assigned.

Qualifications

- Bachelor's Degree in Law (LL.B.).
- Minimum 3-5 years of experience in corporate legal affairs, government liaison, or compliance-related functions.
- Proven experience handling work permits, visas, and immigration matters for expatriate employees.
- Strong network and practical experience working with government agencies such as: Industrial Estate Authority of Thailand (IEAT)
    - Board of Investment (BOI)
    - Department of Employment
    - Department of Industrial Works
    - Customs Department
- Experience reviewing and managing commercial contracts and legal documentation.
- Good command of written and spoken English.
- TOEIC score or other English proficiency certification will be an advantage.
- Strong coordination, communication, and stakeholder management skills.
- Able to work independently while collaborating effectively within a team environment.

Benefits

- Performance Bonus
- Group Insurance
- Provident Fund
- Annual Health Check-up
- Transportation Allowance (if applicable)
- Annual Leave and Company Holidays

About the company

Our client is a well-established international manufacturing company seeking a capable and detail-oriented Legal Officer / Senior Officer / Supervisor to join its Corporate Planning team. This role is ideal for legal professionals who have experience working with government authorities, handling expatriate immigration matters, and supporting corporate legal compliance.

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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Company Description