



PR/118100 | Legal Secretary (Paralegal)

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント タイランド

求人ID

1559035

業種

法律事務所

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年11月04日 06:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Responsibilities:

- Perform general administrative duties related to legal documentation, including organizing files, managing contract automation systems, and maintaining the corporate electronic database.
- Handle corporate secretarial and compliance tasks such as maintaining records of board meetings, shareholder documents, training logs, and legal billing. **(Candidates with prior experience in these areas will be considered favorably.)**
- Coordinate for meeting schedules and manage the distribution of correspondence.
- Serve as a liaison with external legal counsel and collaborate with internal departments across Asia markets.
- Provide support for additional tasks as assigned by the Legal Director or Manager.

Qualifications:

- Bachelor's Degree in any fields with strong English communication skills (spoken and written) with TOEIC score above 650 is preferred
- 5+ years in administrative roles; experience from a law firm or in-house legal department is a plus!

- Highly organized, detail-oriented, proactive, reliable, and trustworthy. Strong interpersonal skills are valued, though extroversion is not required
- Excellent analytical and communication abilities; capable of working independently and within a dynamic team
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and SAP

Work Location: Near BTS Line (Bangkok)

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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会社説明