



PR/095285 | Legal Staff (Internal Legal Affairs)

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1562408

業種

不動産仲介・管理

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2025年11月18日 07:00

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

Our client - a company in the real estate development industry is hiring for a Legal Staff position. The organization is known for its commitment to sustainable growth and harmonious coexistence with local communities.

Job Description

- Assist with administrative legal reports and manage license renewals.
- Review and prepare contracts, internal regulations, and compliance documents.
- Support internal decision-making processes through document review and legal analysis.
- Conduct regular training sessions and distribute legal newsletters to promote compliance awareness.
- Provide support for internal audits and voluntary inspection activities.
- Conduct legal and regulatory research, and standardize internal rules for group companies.

- Coordinate compliance management across group entities and perform other tasks as assigned by the line manager.

Job Requirements

- Bachelor's degree in Law (preferred).
- Business-level Japanese proficiency (N1) and business-level English.
- Strong understanding of labor laws, legal matters, accounting, and taxation.
- Excellent organizational skills with attention to detail and multitasking ability.
- Strong communication and interpersonal skills for cross-departmental collaboration.
- Logical thinker with analytical, proactive, and adaptable working style.
- Good time management and self-motivation.

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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