



PR/118481 | Legal Assistant Manager

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

1565041

業種

その他（メーカー）

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

2026年01月06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

Key Responsibilities

- Draft & review commercial, NDA, service, and license contracts.
- Provide legal advice on employment, IP, import/export, competition law, and data protection.
- Support dispute resolution: fact-finding, evidence collection, litigation coordination.
- Manage Board & Shareholders' Meetings: scheduling, documentation, DBD filings.
- Assist in legal reporting, KPI tracking, and workflow improvements (e.g., digital tools).

Qualifications

- Bachelor's degree in Law (or equivalent).
- Minimum 5 years of experience in corporate legal or law firm practice.
- Strong knowledge of contract, commercial, and corporate law; BOI/DOE regulations.
- English proficiency required; Japanese understanding is a plus.
- Detail-oriented, logical thinker, and able to manage multiple tasks.

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