



PR/096579 | Legal Senior Executive

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 シンガポール

求人ID

1575405

業種

法律事務所

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2026年02月03日 10:43

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

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

My client is a listed Property Developer, with a Global Presence. We are looking for an experienced Legal/Compliance professional to join the lean Legal team.

This role supports the organisation's legal, compliance, and governance functions, working closely with internal stakeholders and external advisors. The position is hands-on and broad in scope, covering contract review, compliance initiatives and governance matters.

Key Responsibilities

Legal & Compliance

- Review and advise on standard commercial contracts such as NDAs, service agreements, and related documents
- Provide guidance on legal and compliance matters to internal teams
- Conduct legal research on applicable laws and regulatory requirements
- Plan and carry out compliance initiatives, including compliance briefings, data protection matters, and policy reviews
- Support business development and real estate investment projects from a legal and compliance standpoint
- Coordinate with external law firms, advisors, and relevant authorities as required

Governance

- Promote awareness and understanding of group governance policies among employees
- Monitor business activities to ensure alignment with internal governance frameworks
- Support internal audit exercises and follow up on remediation actions
- Liaise with headquarters governance and internal audit teams when necessary

Requirements

Qualifications

- Bachelor's degree in Law

Experience & Skills

- 3–5 years of relevant working experience
- Prior exposure to reviewing commercial contracts
- Experience in legal, compliance, or governance functions
- Familiarity with Singapore corporate and commercial laws is preferred
- Comfortable using Microsoft Word and legal review tools
- Strong written and verbal communication skills in English

If this opportunity piques your interest, do apply online or feel free to reach out to me directly. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Jonathan Gouw

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R22108517

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.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

会社説明