



PR/119063 | Legal Chief

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

1578092

業種

化学・素材

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04月13日 04:00

応募必要条件

職務経験

1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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as

Legal Staff (Workplace at Wang Noi, Ayutthaya)

Position: Legal Staff

Location: Lam Sai, Wang Noi, Ayutthaya

Business: Manufacturing

Working hour: Monday – Friday, 8.00 AM – 17.00 PM, working on Saturday 2-3 times per month

## JOB RESPONSIBILITIES

- Draft and prepare various types of contracts as assigned.
- Review contract information to ensure legal accuracy and completeness.
- Compile and update contracts, ensuring the information is correct and appropriate.
- Maintain records and update legal documents, regulations, rules, orders, announcements, etc., ensuring accuracy and alignment with current laws.
- Respond to legal inquiries, complete questionnaires, and participate in remote meetings with the parent company, affiliates, clients, and business partners.
- Research information, prepare documents, and carry out legal tasks assigned by supervisors.
- Oversee legal-related insurance matters concerning business operations, business licenses, products, executives, and staff.
- Manage intellectual property matters, including trademarks, patents, and related rights.
- Submit requests for changes, updates, and certified copies of important company documents such as company affidavits, Memorandum of Association, shareholder lists, and registered addresses.
- Coordinate with responsible parties on matters such as annual tax filing, license applications, facility establishment, urban planning meetings, and public area usage.
- Provide legal advice, recommendations, and opinions on various matters, such as community complaints, regulatory fines, fraud, unfair business practices, or rights violations.
- Coordinate with authorities for filing police reports and negotiating settlements in cases such as theft, trespassing, or disputes.
- Coordinate with law firms or legal advisors regarding litigation and legal proceedings.
- Input and report information to the Department of Industrial Works regarding waste materials.
- Perform other tasks as assigned by supervisors.
- Participate in company activities related to ISO 14001, Safety, CCCF, and other quality systems.

## JOB REQUIREMENTS

- This position, salary around 20,000 – 25,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Laws.
- Experience around 1 year experience in Legal in manufacturing business will be advantage.
- Knowledge in factory-related laws and regulations.
- Experience submitting factory license applications.
- Able to drive car and have driving license will be advantage.
- Able to travel for off-site work.
- Able to work overtime as required.
- Able to use computer literacy in MS Office, Excel
- Able to use English in work.
- Able to travel to work around Lam Sai, Wang Noi, Ayutthaya

**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