



PR/096771 | Legal 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

1582410

業種

物流・倉庫

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03月17日 10:16

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

流暢

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

Job Title: Legal Executive

Location: Singapore - Central

Your New Company

Our client is a global leader in transportation and logistics, operating one of the world's largest and most diverse fleets. With a strong focus on sustainability and digital innovation, they deliver integrated shipping and logistics solutions that connect businesses and communities worldwide.

Serving as a key regional hub, the Singapore office oversees ship management, technical services, and strategic coordination for South Asia and Oceania. The team drives initiatives in safety, environmental responsibility, and advanced maritime technologies, supporting the company's vision for sustainable growth and operational excellence.

Your New Role

- Support the Asia Legal team with legal administration, document management, and coordination

- Maintain contract trackers, legal records, and internal reporting materials
- Assist business teams with legal reviews, projects, and routine legal queries (escalating complex matters when required)
- Review and draft commercial contracts such as NDAs and service agreements
- Conduct legal research on commercial and maritime topics and prepare summaries
- Coordinate with external counsel and liaise with HQ legal teams
- Support ad-hoc legal and administrative matters

Key Qualifications for Success

- Degree in Law (LLB or equivalent) or Diploma in Law with relevant experience
- 1–2 years' experience in a law firm or in-house legal team
- Prior Paralegal / Legal Executive experience required
- Exposure to maritime or shipping matters is advantageous
- Strong organisational and communication skills with attention to detail
- Proficiency in written and spoken English

Ready to Take the Next Step?

Apply online or feel free to contact me directly for more information about this opportunity. 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

#LI-JACSG #countrysingapore

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会社説明