



## PR/096799 | Legal and Compliance 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シンガポール

#### 求人ID

1582426

#### 業種

小売

#### 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05月26日 05:00

### 応募必要条件

#### 職務経験

6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

**About the Role** My client is a leading bedding company, and we are looking for an **Assistant Manager, Legal & Compliance** to support the business on legal, compliance, and governance matters. This role will work closely with management and internal teams to ensure operations remain aligned with regulatory requirements while supporting business activities. **Key Responsibilities**

- Review, draft, and negotiate commercial contracts including vendor agreements, service agreements, NDAs, tenancy, licensing, and other operational documents
- Provide legal guidance to internal stakeholders on contract interpretation, obligations, and potential risks
- Maintain and develop contract templates, legal documentation, and contract management processes
- Support corporate governance and corporate secretarial matters including board documents, resolutions, meeting minutes, and statutory records
- Monitor regulatory developments and assist with the implementation of compliance policies and internal controls
- Coordinate with management, external counsel, and relevant authorities on legal, regulatory, or audit matters
- Manage intellectual property matters such as trademark filings, renewals, and coordination with external advisors
- Identify legal and compliance risks and support mitigation strategies while maintaining legal documentation and internal contract repositories

**Requirements Education** • Bachelor's degree in Law or related discipline

**Experience** • Around 4–7 years of relevant legal experience in a law firm or in-house environment • Experience with commercial contracts, compliance, and corporate governance • Prior in-house experience within a lean team environment is advantageous

**Skills** • Strong contract drafting and legal analysis skills • Good understanding of corporate

governance and compliance practices • Strong organisational skills and attention to detail • Ability to work independently while managing multiple stakeholders

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