



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

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会社説明