



PR/119900 | Legal Staff

## 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

1599110

### 業種

レストラン・フードサービス

### 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06月26日 10:51

## 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

### Legal Staff

#### Key Responsibilities:

##### 1. Contract Management & Legal Review

- Draft, review, and manage a wide range of contracts, both internal and external, including lease agreements, supplier/vendor contracts, and service agreements.
- Implement and manage an electronic contract system (E-Contract), including designing and improving contract management workflows.
- Develop and maintain standardized contract templates to ensure consistency and efficiency.

##### 2. Legal Dispute Handling & Risk Management

- Provide legal advice on issues arising at branch level, including customer complaints and incidents.
- Develop risk management strategies and preventive measures in line with applicable laws, including consumer protection laws and Thailand PDPA.
- Liaise and coordinate with external legal advisors and law firms when necessary.

##### 3. Labor Law & Employee Relations

- Handle legal matters related to employment disputes, such as termination, unpaid wages, and workplace harassment.
- Review and update company work rules to ensure compliance with labor laws.
- Support internal disciplinary committees (e.g., Reward and Punishment Committee) and advise on appropriate actions.

#### 4. Compliance & Internal Training

- Communicate legal requirements and policies to branch managers and staff in a clear and practical manner.
- Develop and conduct internal training programs on legal and compliance topics, such as PDPA and regulatory requirements.
- Promote legal awareness across the organization to prevent potential issues.

#### **Qualifications:**

- Bachelor's degree in Law or related field, or equivalent practical legal experience.
- Minimum 3 years of experience in legal-related work, Contract drafting and review
- Liaising with law firms, In-house legal functions.
- Handling disputes with employees, customers, or business partners.
- Strong communication and logical thinking skills, with the ability to drive cross-functional problem solving.
- Proactive mindset: not only identifying risks but also proposing practical solutions to support business operations.
- Positive attitude, team player, and adaptable personality.
- Quick-thinking, motivated, and willing to take on new challenges.
- Experience in the restaurant or retail industry, particularly in companies with rapid expansion or multiple branches, is a plus.
- Professional legal qualifications (e.g., Lawyer License) or advanced legal education (e.g., Master's/PhD in Law or equivalent expertise).
- English proficiency sufficient to communicate with headquarters.

**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