



PR/123881 | Corporate Legal 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インドネシア

求人ID

1599810

業種

石油・エネルギー

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2026年06月26日 11:56

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

日常会話レベル

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

Job Description:

- Manage and ensure corporate legal administrative compliance across all group entities (±50 entities)
- Handle General Meeting of Shareholders (GMS), corporate deeds, and legal documentation in coordination with notaries
- Oversee and manage company licensing and compliance via OSS / BKPM
- Organize and maintain a well-structured corporate legal document database
- Ensure all company activities comply with applicable laws and regulations
- Provide regular updates on new government regulations relevant to the business
- Coordinate with the Subholding Legal Team (±10 members) for data and legal support requirements

- Maintain relationships with notaries, regulators, and external stakeholders
- Supervise and guide 1 Corporate Legal staff at holding level
- Report directly to Head of Legal / Management

Job Requirements:

- Bachelor's Degree in Law
- Minimum 3 years of experience at Manager level
- Strong experience in corporate legal / corporate compliance (administrative focus)
- Hands-on experience in BKPM / OSS licensing and compliance processes
- Experienced in handling GMS, corporate documents, and notary coordination
- Has a strong and reliable network of notaries
- Good understanding of Indonesian corporate law and regulatory compliance
- Detail-oriented with strong hands-on execution capability
- Experience working in a multi-entity / group company environment is preferred
- Strong communication and coordination skills

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会社説明