


# PR/096082 | [Dong Nai] Junior Legal Staff

## 募集職種

**人材紹介会社**
JAC Recruitment Vietnam Co., Ltd

**求人ID**
1604968

**業種**
銀行・信託銀行・信用金庫

**雇用形態**
正社員

**勤務地**
ベトナム

**給与**
経験考慮の上、応相談

**更新日**
2026年11月03日 01:00

## 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**
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

**Company Overview**

JAC's client, a Vietnamese industrial park and real estate development company, is looking for a Legal Staff.

Location: Binh An Commune, Dong Nai City, shuttle bus from HCMC provided

**Job Responsibilities**

- Manage contract lifecycle, including compliance, renewals, and terminations.
- Coordinate with internal departments to resolve contract-related issues.
- Maintain and update contract records and documentation.

- Monitor relevant legal regulations and compliance requirements.
- Support other legal and administrative tasks as assigned.

**Job Requirements**

- Bachelor’s degree in Law.
- Strong contract review, analysis, and document management skills.
- Proficient in Microsoft Excel and contract tracking systems.
- Good communication and cross-functional coordination skills.
- 1–2 years of relevant experience.
- Good English reading and communication skills.

#LI-JACVN
**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