



PR/120159 | Legal Assistant 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 タイランド

求人ID

1607129

業種

化学・素材

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08月25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

OVERVIEW

The Company is Japanese, now seeking for an experienced candidate to join as Legal (Supervisor – Asst Mgr – Mgr)
(Workplace around MRT Petchburi, Bangkok)

Position: Legal (Supervisor – Asst Mgr – Mgr)

Location: MRT Petchburi, Bangkok

Business: Chemical Trading

Working hour: Monday – Friday, 8.30 AM – 17.30 PM

JOB RESPONSIBILITIES

- Oversee and manage all legal activities, compliance, and governance functions of our ASEAN regional operations.
- Provide legal guidance to group companies across multiple countries and contribute to strengthening the organization's legal and compliance framework.
- Review, draft, and negotiate a wide range of commercial contracts and legal documents.
- Provide legal advice and support to group companies across ASEAN, including Thailand and oversea.
- Develop, implement, and maintain compliance and corporate governance frameworks.
- Monitor changes in laws and regulations and communicate relevant updates within the organization.
- Deliver legal and compliance training to internal stakeholders.
- Manage legal risks, disputes, and related resolution processes.
- Oversee compliance with Thailand's Personal Data Protection Act (PDPA).
- Coordinate legal matters across ASEAN operations, including liaison with headquarters and external legal counsel.
- Support the preparation of internal regulations, policies, and procedures (as required).
- Assist with new business initiatives and company establishment projects (as required).
- Experience conducting legal, compliance, or governance training programs.

JOB REQUIREMENTS

- This position, salary around 50,000 - 80,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Law.
- Over 6 years experiences in-house corporate legal experience
- Strong knowledge of Thai Civil and Commercial Code, contract law, and compliance practices.
- Business-level English communication skills, both written and spoken.
- Strong interest in handling regional legal matters across ASEAN operations.
- Experience in Legal supporting manufacturing or industrial business operations will be advantage.
- Familiarity with Factory Law, Company Law, BOI regulations, Foreign Business Law (FBL), PDPA, and other relevant regulations.
- Experience conducting legal, compliance, or governance training programs.
- Able to use computer literacy in MS Office, Excel
- Familiar working with different culture.
- Able to travel to work around MRT Petchburi, Bangkok

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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