



## PR/096223 | Purchasing Staff (Legal Management)

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1612802

#### 業種

電力・ガス・水道

#### 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09月15日 10:26

### 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

ビジネス会話レベル

#### 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

#### RESPONSIBILITIES

Review contracts concluded with business partners, conduct risk assessments, and check appropriateness from the perspective of legal compliance.

Conduct risk investigation and screening regarding the legal qualifications and organizational structure of business partners.

Review and check the appropriateness of various Purchasing Department documents (regulations, guidelines, procedures, forms, etc.).

Monitor and follow up on the operational status of purchasing activities.

Handle internal and external audits.

Respond to consultations regarding legal risks within the Purchasing

Department and propose preventive measures.

Provide support and assistance and the supporting section.

## REQUIREMENTS

At least 1 year of working experience directly related to laws and regulations in a law firm.

Strong communication skills in either English or Japanese.

Be careful and timely at work.

Cooperative spirit and high responsibility, trustworthiness and teamwork.

## BENEFITS

Working location: Long Duc Industrial Park, Dong Nai Province.

Working schedule: Monday to Friday (7:45 AM – 4:30 PM, including a 45-minute lunch break).

Company shuttle bus provided from Hang Xanh, Thu Duc, Bien Hoa, and Vung Tau.

13th-month salary and performance bonus paid twice annually.

Professional training and career development opportunities within a leading Japanese manufacturing company.

Stable, collaborative, and professional working environment.

## ABOUT THE COMPANY

JAC's client is a Japanese manufacturing company specializing in industrial automation components and equipment, including cylinders, valves, and automatic control devices. With ongoing expansion in Vietnam, the company offers opportunities to work in a professional manufacturing environment focused on operational excellence, continuous improvement, and long-term career development.

#LI-JACVN

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会社説明