

PR/096283 | [Japanese Speaking] Legal Executive

募集職種

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

求人ID
1616162

業種
ソフトウエア

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17日 05:00

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

Company Overview

A company providing software development and testing services worldwide is hiring a Legal Executive with Japanese N2 proficiency. The company values collaboration, legal compliance, and high-quality service delivery, offering an opportunity to contribute to business operations and support its continued growth.

Job Description

- Draft and review contracts, non-disclosure agreements, quotations, and other legal documents.
- Prepare and review HR documents, including labor contracts, official letters, and internal announcements.
- Develop and revise HR policies and regulations in compliance with Vietnamese law.
- Prepare legal documents and ensure compliance with applicable regulations.

- Support internal teams and perform other duties assigned by the supervisor.

Qualifications

- Bachelor's degree in Law.
- At least three years of experience in a similar position.
- Japanese proficiency at N2 level and fluency in English.
- Experience in IT companies, law firms, or consulting firms is an advantage.
- Strong attention to detail and effective 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.

Privacy Policy Link: https://www.jac-recruitment.vn/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.vn/terms-of-use

会社説明