

PR/120026 | Legal (Senior or Supervisor)

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
1621734

業種
自動車・自動車部品

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11月10日 11:17

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
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

The Legal Supervisor will be responsible for ensuring the company's compliance with legal and regulatory requirements by coordinating with key government authorities, managing expatriate work authorization and immigration matters, reviewing commercial agreements, and maintaining corporate legal documentation. The successful candidate will work closely with internal stakeholders and external regulators to support business operations, permit management, and corporate governance activities.

Key Responsibilities

- Liaise with government authorities and regulatory bodies to obtain and maintain permits, licenses, and approvals required for business operations.
- Manage and monitor expatriate employee documentation, including:
    - Work Permits

    - Non-Immigrant Visas
    - Re-Entry Permits
    - Related immigration requirements
- Review and manage commercial agreements, including sales, transportation, leasing, delivery, and land-related contracts.
- Ensure proper maintenance and control of legal documents, contracts, and company records.
- Coordinate with the Customs Department regarding export privileges, customs benefits, tax refund matters, Gold Card requirements.
- Support applications, renewals, and extensions of permits and licenses related to company facilities and operations.
- Work closely with the Board of Investment (BOI), Industrial Estate Authority of Thailand (IEAT), Department of Employment, Department of Industrial Works, and other relevant authorities.
- Maintain and update corporate registrations and company seal documentation with the Department of Business Development (DBD).
- Provide legal and administrative support to the Corporate Planning Department and cross-functional stakeholders.
- Promote compliance with company policies, including safety, occupational health, and environmental standards.
- Perform other duties as assigned.

Qualifications

- Bachelor's Degree in Law (LL.B.).
- Minimum 3-5 years of experience in corporate legal affairs, government liaison, or compliance-related functions.
- Proven experience handling work permits, visas, and immigration matters for expatriate employees.
- Strong network and practical experience working with government agencies such as: Industrial Estate Authority of Thailand (IEAT)
    - Board of Investment (BOI)
    - Department of Employment
    - Department of Industrial Works
    - Customs Department
- Experience reviewing and managing commercial contracts and legal documentation.
- Good command of written and spoken English.
- TOEIC score or other English proficiency certification will be an advantage.
- Strong coordination, communication, and stakeholder management skills.
- Able to work independently while collaborating effectively within a team environment.

Benefits

- Performance Bonus
- Group Insurance
- Provident Fund
- Annual Health Check-up
- Transportation Allowance (if applicable)
- Annual Leave and Company Holidays

About the company

Our client is a well-established international manufacturing company seeking a capable and detail-oriented Legal Officer / Senior Officer / Supervisor to join its Corporate Planning team. This role is ideal for legal professionals who have experience working with government authorities, handling expatriate immigration matters, and supporting corporate legal compliance.

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

会社説明