



PR/122230 | Legal & GA Manager

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1504416

Industry

Legal

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:53

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities:

- Develop and implement strategies to ensure regulatory compliance.
- Review, draft, and provide support for negotiating business agreements.
- Monitor and stay updated on changes in regulations.
- Coordinate preparation activities and oversee internal audits.
- Conduct regular corporate governance training and assess awareness levels.
- Handle legal disputes, including customs litigation, and collaborate with external consultants for resolution.
- Oversee the operations of renewing company business licenses and expatriate permits.
- Manage building, vehicle, and driver operations.

Requirements:

- **Bachelor's degree in Commercial Law or Private Law is required .**
- Demonstrated leadership, problem-solving, and analytical thinking skills.
- Experience managing at least 3 subordinates.

- **Proficient in English communication .**
- **Membership in PERADI is preferred .**
- **Minimum 5 years of experience working in General Affairs .**

Company Description