



PR/122360 | Senior Legal Executive

Job Information

Recruiter
[JAC Recruitment Indonesia](#)
Job ID

1510409

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 18:41

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

Job description:

The work described below relates to the day-to-day operations of the Company and its affiliates and will be performed with regular reports and in coordination with the Senior Legal Manager and, as assigned by the Senior Legal Manager, in coordination with other legal personnel.

1. Providing day to day legal support as needed by the Company, including:
 - a. drafting, reviewing, and advising any legal documents and corporate documents;
 - b. drafting, reviewing, advising, and negotiating agreements with counterparty of the Company;
 - c. developing Company's internal policies for Company's compliance with prevailing laws and regulations;
 - d. ensuring Company's compliance on the execution of various corporate actions and deals with internal policies and prevailing laws and regulations;
 - e. providing legal advice to internal stakeholders on any legal and good corporate governance issues, and risk management issues (from legal perspective); and
 - f. supporting Company's corporate secretary functions (i.e., assisting in the preparation of legal document for any amendment to Company's articles of association, change of Company's data, and/or change of members of Company's board of directors and/or board of commissioners); and

- g. monitoring the implementation of the Company's policies and guidelines and the compliance of the Company's employees (including by coordinating within the relevant department within the Company's organization or group company).
 2. Liaising and coordinating with other departments/functions within the Company's organization to ensure proper and timely execution of deals and corporate actions from a business and commercial perspective;
 3. Providing timely updates with regards to the investment/real estate/construction fields' regulations in the Republic of Indonesia, and conduct necessary training sessions/lectures to the Company's colleagues;
 4. Assisting legal due diligence performed for the Company (including liaising with the legal consultant auditing the Company);
 5. Providing timely updates with regards to the real estate/construction fields' regulations in the Republic of Indonesia, and conduct necessary training sessions/lectures to the Company's colleagues;
 6. Assisting litigation matters including arbitration or mediation together with external counsel; and
 7. Providing any other legal related ad hoc tasks as assigned
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Company Description