



## PR/122230 | Legal & GA Manager

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1512028

**Industry**

Legal

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

January 22nd, 2025 03:00

### 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