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Indonesia

PR/122407 | Legal and Compliance Assistant Manager

Job Information

Recruiter
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Job ID

1512079

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

April 2nd, 2025 16:00

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

OVERVIEW

We are seeking a talented and driven Legal and Compliance Assistant Manager to join our client, a well-established company in the financial services industry. This will bring you opportunity to work with a dynamic organization at the forefront of financial innovation, offering a challenging and rewarding role in ensuring legal and regulatory compliance.

JOB RESPONSIBILITIES

- Ensure compliance with relevant financial regulations (e.g., OJK, BI, and other applicable laws)
- Assist in preparing and submitting regulatory filings and reports
- Review and draft contracts, agreements, and other legal documents
- Prepare reports and updates for senior management on compliance and legal issues
- Identify and mitigate legal and compliance risks across the organisation

JOB REQUIREMENTS

- Min. Bachelor's degree in Law
- More than 5 years of work experience as Legal or Compliance in the financial services or banking sector
- Able to speak English
- Understanding POJK Regulation, Regulatory Report as well as corporate legal

Company Description