



PR/116343 | Legal Supervisor - Assistant Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1513401

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 21st, 2025 15:00

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

The Company is Japanese, now seeking for an experienced candidate to join as

Legal Supervisor – Assistant Manager (Workplace around BTS Chongnonsri, Bangkok)

Position: Legal Senior Supervisor – Assistant Manager

Location: BTS Chongnonsri, Bangkok

Business: Food Manufacturing

Working hour: Monday – Friday, 9.00 AM – 18.00 PM

JOB RESPONSIBILITIES

- Contract Management, Corporate Matter, Legal Consultation and Planning, Dispute resolution and labor related, Legal Training
- Legal Contract Management, review and analyze the contract, the attachments, the relevant permit Licenses, providing the solution related to legal conditions, legal issues, POA.
- Manage low to medium risk contracts and create legal or contract documentation.
- Maintain accurate records within the systems and monitors and reports on contract performance.
- Legal research and providing solutions to problems and issues. Interprets contract requirements, Supporting contract development, administration project management activities.
- Advise the internal section on routine contract management issues in line with the legal terms and conditions of contract and relevant policies.
- Coordinate Outsourcing Lawyers, Translator rechecking the relevant documents
- such as a legal opinion, the invoices, invitation, report etc., before sending to internal users.
- Assistant and supportive manager, perform other duties as directed.

JOB REQUIREMENTS

- This position, salary around 40,000 - 70,000 THB
- Graduate in institution of education level, bachelor's degree or higher in Law.
- Must have Lawyer license
- Over 7 years experience in legal work will be advantage
- Experience to work Legal in manufacturing business, factory field will be advantage.
- Ability to drafting & reviewing contracts in English fluently.
- Ability to work in other provinces, E-san region, Business trip to factory around 2 times per month.
- Excellent English writing skills.
- Ability to communicate in English with foreign boss.
- Able to use computer literacy in MS Office, Excel
- Able to travel to work around BTS Chongnonsri, Bangkok

Company Description