



PR/094389 | [EN] Legal Executive for a large reputable Japanese company

## Job Information

### Recruiter

JAC Recruitment Vietnam Co., Ltd

### Job ID

1513584

### Industry

Civil Engineering and Construction

### Job Type

Permanent Full-time

### Location

Vietnam

### Salary

Negotiable, based on experience

### Refreshed

February 4th, 2025 04:00

## 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

### COMPANY OVERVIEW

A well-established organization providing legal and governance services for its subsidiaries involved in real estate and project management. The company values precision, teamwork, and long-term employee development.

### JOB RESPONSIBILITIES

- Review, draft, and advise on contracts and transaction documents between subsidiaries, tenants, suppliers, and contractors.
- Act as the main or supporting negotiator for contracts and ensure compliance with approved versions.
- Manage applications and amendments for licenses, including ERC, IRC, and work permits, with internal or outsourced consultants.
- Draft meeting minutes, resolutions, and decisions for shareholders, the Board of Directors, and Members' Council.
- Handle legal and administrative tasks as needed.

### JOB REQUIREMENTS

- University degree in Law.
- Fluency in English (Japanese language skills are a plus).
- Strong communication and teamwork skills.
- Candidates under 30 years old preferred; no gender preference.
- Obedient, honest, and detail-oriented, with a willingness to take on diverse tasks and learn for long-term growth.

**BENEFITS**

- Salary: Up to 24M VND (Net), depending on qualifications.
- Comprehensive training and professional development opportunities.
- Supportive work culture that emphasizes long-term employee success.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN  
#cityhn

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Company Description