



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

December 24th, 2024 12:45

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.

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Company Description