



## PR/158447 | Legal Assistant Manager

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1515575

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

January 28th, 2025 00:00

### 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 and Job Overview**

A well known MNC consumer products company located in KL within public transport area is looking for Assistant Legal Manager.

**Job Responsibilities**

- Drafting and Reviewing Documents: Creating and reviewing commercial contracts, letters, and other documents.
- Legal Research and Queries: Responding to legal queries and conducting related research.
- Strategic Projects: Leading strategic projects such as running workshops and developing new legal policies.
- Litigation Matters: Formulating responses to Letters of Demand and liaising with external counsels on litigation issues.

**Job Requirements**

- Bachelor of Laws Degree; Certificate in Legal Practice (CLP)
- Minimum 8 years post qualification experience in the legal field with a combination of both practice and in house experience
- Sound knowledge in corporate/ commercial law, employment law, intellectual property and contract law
- Well versed in dispute resolution

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**Company Description**