



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122230 | Legal & GA Manager

募集職種

人材紹介会社

ジェイエイシーリクルートメントインドネシア

求人ID

1506460

業種

法律事務所

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2024年11月26日 10:18

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Responsibilities:

- Develop and implement strategies to ensure regulatory compliance.
- Review, draft, and provide support for negotiating business agreements.
- Monitor and stay updated on changes in regulations.
- Coordinate preparation activities and oversee internal audits.
- Conduct regular corporate governance training and assess awareness levels.
- Handle legal disputes, including customs litigation, and collaborate with external consultants for resolution.
- Oversee the operations of renewing company business licenses and expatriate permits.
- Manage building, vehicle, and driver operations.

Requirements:

- **Bachelor's degree in Commercial Law or Private Law is required .**
- Demonstrated leadership, problem-solving, and analytical thinking skills.
- Experience managing at least 3 subordinates.

- Proficient in English communication .
 - Membership in PERADI is preferred .
 - Minimum 5 years of experience working in General Affairs .
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会社説明