



## PR/122360 | Senior Legal Executive

### 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

1512055

#### 業種

不動産仲介・管理

#### 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

2025年01月22日 04:00

### 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

#### Job description:

The work described below relates to the day-to-day operations of the Company and its affiliates and will be performed with regular reports and in coordination with the Senior Legal Manager and, as assigned by the Senior Legal Manager, in coordination with other legal personnel.

1. Providing day to day legal support as needed by the Company, including:

a. drafting, reviewing, and advising any legal documents and corporate documents;

b. drafting, reviewing, advising, and negotiating agreements with counterparty of the Company;

c. developing Company's internal policies for Company's compliance with prevailing laws and regulations;

d. ensuring Company's compliance on the execution of various corporate actions and deals with internal policies and prevailing laws and regulations;

e. providing legal advice to internal stakeholders on any legal and good corporate governance issues, and risk management issues (from legal perspective); and

f. supporting Company's corporate secretary functions (i.e., assisting in the preparation of legal document for any amendment to Company's articles of association, change of Company's data, and/or change of members of Company's board of directors and/or board of commissioners); and

- g. monitoring the implementation of the Company's policies and guidelines and the compliance of the Company's employees (including by coordinating within the relevant department within the Company's organization or group company).
  2. Liaising and coordinating with other departments/functions within the Company's organization to ensure proper and timely execution of deals and corporate actions from a business and commercial perspective;
  3. Providing timely updates with regards to the investment/real estate/construction fields' regulations in the Republic of Indonesia, and conduct necessary training sessions/lectures to the Company's colleagues;
  4. Assisting legal due diligence performed for the Company (including liaising with the legal consultant auditing the Company);
  5. Providing timely updates with regards to the real estate/construction fields' regulations in the Republic of Indonesia, and conduct necessary training sessions/lectures to the Company's colleagues;
  6. Assisting litigation matters including arbitration or mediation together with external counsel;  
and
  7. Providing any other legal related ad hoc tasks as assigned
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会社説明