LEGAL STAFF
PT. JAYA EKSPRESS TRANSINDO

About

Hello, we are J-Express! We are one of the biggest e-commerce delivery solution company in Indonesia. Now we are present in over 100 droppoints around Indonesia. With a workface exceeding more than 800 Employees, we provide solutions for almost an infinite number of express courier needs. Align with our vision: "To be the best and the biggest e-commerce delivery partner in Indonesia", we want to be No. 1 delivery solution for e-commerce business in Indonesia. With experience, operational excellence is the key to success and we are committed to becoming the leading one stop logistic.

Qualification

Maximum 30 years old
Candidate must possess at least Bachelor's Degree in Law or equivalent.
At least 2 Year(s) of working experience in Civil Law or Criminal Law
Required Skill(s): Litigation, Compliance, Hukum Pidana, Hukum Perdata, Business Law, legal Drafter, Correspondences, Legal Agreement, SOP, etc
Diutamakan sudah mempunyai pengalaman
Diutamakan bisa berbahasa inggris
Diutamakan bisa menggunakan komputer

Responsibility

1. Supports and manages corporate documents especially those related to cooperation agreements and legal contracts
2. Review the legal contract, cooperation agreement and other legal documents related to the company's project
3. Manage administration related to work that has been done
4. Perform general clerical duties including, but not limited to, photocopy, fax, correspondence and filling of documents
5. Mastering the manufacture and review of the agreement agreement along with the monitoring of its validity

Description

Level Jabatan	:	Staff
Jam Kerja Ditentukan	:	Purna Waktu / Fulltime
Gaji / Salary	:	Negosiasi
Penempatan	:	Array ([0] => Array ([area_name] => Kota Jakarta Pusat))
Pendidikan	:	Sarjana (S1)

| Bidang / Jurusan | : | Semua jurusan |
| Bidang yang dicari | : | Transportasi & Logistik |

Please Submit Your Application Completed By Post To:

PT. JAYA EKSPRESS TRANSINDO
Pt. Jaya Ekspress Transindo 18/f, Rdtx Tower Jl. Prof Dr Satrio Kav E4 No. 6 Jakarta 12950, Indonesia
Website :

Ditutup tanggal 31 December 2018