

Position	Legal Admin
Division	School Wide
Reports to	Director
Job Opening	Immediate Hiring

Purpose

To provide a strong legal standing for the company.

Main Duties/Responsibilities

General Affairs

- Handling company licensing in OSS, NISN and Dapodik
- Assist Legal and GA to review and drafting agreements between internal/external parties (MOU, contract, and company rules)
- Prepare and manage all company contracts and agreements
- Monitoring the timeline of government regulation, and company law
- Legal document handling and filing, assist in securing corporate / business licenses
- Handling all kind of KITAS

Requirements

- Bachelor Degree majoring in Law or equivalent
- Experience in related area min. 2 years
- Able to speak and write in English
- Able to handle permits, drafting and reviewing contract
- Able to negotiate
- Critical thinking
- Having knowledge with civil law will be preferable
- Able to join ASAP



To Apply

Do you feel you meet the criteria for this exciting opportunity? If so, please send your application requirements to hr@proed.asia and CC'd hradmin@proed.asia