

**Position:** Senior/Legal and Compliance Officer [click here for apply!!](#)  
**Location:** Bangkok

**Responsibilities:**

- Give legal advice, draft and review various agreements and various legal documents
- Provide, assist, and supporting other departments with consultation on legal issues
- Assisting Company Secretary in preparing agendas and reading materials for board meetings, committees, and annual general meeting, and all other company secretarial and corporate works
- Liaising with external regulators and advisers, including lawyers and auditors
- Prepare and submit Excise Tax monthly reports and application for Excise Tax exemption
- Apply, maintain and renew visa and work permits of the company's expatriates;
- Procure and keep record of company's insurance
- Apply, maintain and renew permits and licenses, required for business operation, from government authorities
- Prepare and submit reports as required by the government authorities

**Qualifications:**

- Bachelor's Degree in Law or other related field
- Able to work outside the company and travel to Rayong from time to time
- Having good computer skills, e.g. Microsoft Word, Excel, etc.
- Able to use office equipment: typing machine, scanner, photocopy machine, etc.
- Service-minded and able to work independently.
- At least 3 – 5 years of experience in legal works
- Strong management and coordination skills
- Good English language skills, both written and spoken; Required TOEIC 550

All information will be treated as confidential. Only short-listed candidates will be contacted for further interview

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