

## Legal Assistant

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Company: Garena

Location: Bangkok

Category: other-general

### Job Description

Provide full legal administrative support to the legal team

Administer and maintain databases of legal documents and industry-specific regulations

Monitor and report on regulatory changes and developments

Liaise with other departments, overseas counterparts, and external parties where necessary

Other related tasks assigned from time to time

### Job Requirements

Candidates with at least 1 year of experience would be considered favourably

Highly ethical, discreet, and able to maintain confidentiality

Meticulous, attentive to details, organized, and committed to delivering high-quality work

Able to manage large amount of paperwork, prioritize assignments, multitask, and work in a dynamic and fast-paced environment

Proficient with MS Office applications

Excellent communication and interpersonal skills

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