

We are on a journey of cultural transformation, focused on people, and seeking to enhance diverse talents. Shall we do this together?

Join our diverse team.



Position:

Senior Coordinator Legal

Work Location: **Sorowako**

For National Recruitment

Purpose of the Role

Provide legal service support to ensure the organization meets its legal obligations and protects its strategic interests, with a specific focus on industrial relations and Sorowako operation.

Accountabilities:

1. Implement and supervise Environment, Health, Safety, and Risk (HSE) standards and regulations by ensuring the conditions of the work environment, equipment, materials, methods, worker behavior, and 5S under the area's responsibility, with the aim of ensuring compliance, minimizing risk, achieving safe and secure conditions (zero harm), a clean environment, and reaching work productivity targets.
2. Handle Industrial Relations, Criminal, and Civil Law cases, including, among others, providing case analysis, updating internal information for relevant team members, providing first-line legal support on-site, and engaging/coordinating/liasing with external legal counsel as needed, to protect company interests.
3. Represent the company or manage the company to be well-represented before the court, police, or prosecutors.
4. Provide legal updates regarding Industrial Relations Law matters and other legal fields, as needed, from time to time for managers and staff.
5. Provide accurate and timely legal services and advice on various matters, as may be required from time to time, to ensure that company interests are protected and the legal aspects of every decision are fully considered.
6. Represent the Legal Department in meetings with third parties to protect company interests and ensure that the legal aspects of every decision are fully considered.
7. Assist in reviewing draft contracts and other legal documents regarding various matters, ensuring that these documents are legally valid and/or to ensure that company interests are protected.
8. To align technical legal approaches and strategies with the Legal team in the Jakarta office.



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we grow and learn together, to build a more
inclusive, safe, and sustainable future

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Requirements:

1. Minimum of a Bachelor's Degree (S1) in Law.
2. Minimum of 5 (five) years of experience in the field of legal and industrial relations, preferably in a reputable law firm and/or a national-scale mining company.
3. Hold an active legal practice license from an Advocate Association (PERADI, AAI, KAI) to practice law in the relevant jurisdiction.
4. Proficient in English, both written and spoken.
5. Basic computer skills (MS Office applications: Word, Excel, MS Project & PowerPoint).
6. Preference given to those with knowledge and experience related to the Occupational Safety, Health, and Environment Management System (SMK3L).

Terms and Conditions:

- Please submit your application to <https://s.id/lAfqi>
- Closing date (inclusive) is on 8 July 2026
- Only applicants that meet requirements with complete documents as required above will be notified for further selection process.
- We support diversity and inclusion in the workplace; therefore, we invite prospective female workers to apply for this position.
- **Be careful with fraud, PT Vale Indonesia posts job vacancies information only to trusted third parties by including clear and detailed information, including invitations to the next stage via email with @vale.com domain. We do not collect any fees from prospective employees, neither money transfer nor cash.**
- For further information about PT Vale Indonesia Tbk, please visit <http://vale.com/indonesia>.



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