



Legal secretary for international law firm

Global enviornment

Job Information

Recruiter

en world Japan K.K

Hiring Company

International law firm

Job ID

1231269

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6 million yen

Refreshed

April 21st, 2025 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Managing schedules and making appointments / travel arrangements for a team of lawyers
 Preparing and processing expense reports
 Creating, amending, formatting documents and presentations
 Preparing and supporting client events
 Preparing complex monthly invoices involving liaising with other offices in order to meet the deadline
 Other related tasks to invoicing and billing

Required Skills

Excellent communication skills in oral and written native Japanese and fluent English (TOEIC 850+)
 Advanced Outlook, Word, Excel and PowerPoint skills
 Good with numbers and details
 Team player and flexible attitude
 Able to work independently

Able to work under pressure
Able to do overtime as required
Able to prioritise

Company Description

About en world

en world is a group of recruiting consultancies specialising in professional and managerial roles. Operating from 7 countries, we support global companies' recruitment needs through our Asia Pacific network.

About en world Japan

en world Japan supports globally-renowned international and Japanese companies to hire professionals and managers. Our recruitment consultants specialise across both function and industry resulting in deep market knowledge and focused search results.

en world Japan was founded in 1999, operating as Wall Street Associates and specialising in financial services recruiting. We expanded our coverage and service in response to our customer needs. In 2010 we became a group company of en-japan inc., a leading internet-based provider of recruitment services in Japan.

en world Japan K.K.
<http://enworld.com/jp-en>

[Tokyo Office]
12F Tokyo Square Garden 3-1-1 Kyobashi, Chuo-ku Tokyo 104-0031
TEL: 03-4578-3500

[Osaka Office]
4F Maruito Nishiumeda Building, 3-3-45 Umeda, Kita-ku, Osaka-shi, Osaka 530-0001
TEL: 06-7777-1350

[Nagoya Office]
8F RICCO Sakae, 3-14-7 Sakae, Naka-ku, Nagoya 460-0008
TEL: 052-990-2060