



## Legal secretary for international law firm Exclusive job

### Global environment

### 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 7th, 2025 02:00

### 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

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## 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.  
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