



Legal Secretary in international law firm

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1282414

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

6 million yen ~ 7 million yen

Work Hours

Mon – Fri - 9:15am and 5:30pm

Refreshed

June 26th, 2024 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Legal Secretary

We are looking for a candidate who can provide a professional service as a legal secretary at this very well-respected international law firm in Tokyo. This particular role will require a candidate who is fully fluent in Japanese and English, self-motivated and is meticulous with details. The candidate must be able to handle a wide variety of tasks supporting an extremely busy team of lawyers and function well under pressure.

MAIN RESPONSIBILITIES

- 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

OTHER RESPONSIBILITIES

Japanese language assistance as deemed appropriate and required
 Assisting with visitors
 Other secretarial and support tasks as necessary

Required Skills

REQUIREMENTS

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

WORKING HOURS

Mon – Fri - 9:15am and 5:30pm

Company Description

エンワールドについて

エンワールドは、アジア太平洋地域7カ国を拠点に、スペシャリスト・管理職のリクルーティングサービスを提供しています。また、海外拠点との連携によりクロスボーダーリクルートメントでグローバル企業のサポートも可能にします。

エンワールド・ジャパンについて

エンワールド・ジャパンは、外資系企業や、グローバルな視点を持つ日本企業を対象に、業界専任コンサルタントと職種専任コンサルタントとの二軸からのキャリアコンサルティングにより、きめ細かいマッチングを可能にします。エンワールド・ジャパンは、金融、財務を専門分野とするウォールストリートアソシエイツとして1999年に設立されました。その後、多岐に渡る業界や職種においてサービスを展開、2010年にインターネットベースの採用ソリューションでは国内トップクラスである、エン・ジャパン株式会社のグループ会社となりました。

エンワールド・ジャパン株式会社

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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>

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