



## Retail Auditor / Local Legal Operation

スイスの人気時計ブランド Swatch

### Job Information

#### Hiring Company

The Swatch Group (Japan) KK

#### Job ID

1457318

#### Division

Finance Controlling

#### Industry

Apparel, Fashion

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards, Chuo-ku

#### Train Description

Ginza Line, Ginza Station

#### Salary

Negotiable, based on experience ~ 8.5 million yen

#### Refreshed

August 12th, 2024 06:00

### General Requirements

#### Minimum Experience Level

Over 6 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

#### ◆ Key Tasks

Mainly to own controlling Senior Staff in charge of following tasks

- Internal Control / Process intervention (incl. Internal Store Auditing)
- Training conduction to BTQ staff members in Group Store Operation / Regulations
- Guidance to BTQ staff members in change of legal requirement / operation (e.g. restriction of deal with Russian per Ministry of Foreign Affairs of Japan / Legal update on Duty Free operations)

In addition, to own local legal operation

- As bridge HQ Legal department / External corporate lawyers & local brand teams in business need.

(e.g. trade contract / vendor & agency contract / responding to consumer & end user questions.)

- Review & Maintain local legal documents

◆ **Contract / Salary**

[Contract] Full Time Employee\* (probation period 3 months)

\*during probation period, equal condition to Full Time Employment

[Salary] ~ 8.5M M JPY (divided by 12 for a monthly)

[Commutation] every 6 months commutation fee

(for the path company recognize as reasonable)

[Working hour per day] 7.5 hrs./day (9:30-18:00)

[Break] 60 min (12:30 - 13:30)

[Holiday/Vacation]

· 2days off every week (Sat/Sun & Holidays)

· Paid Vacation\*max 15days & special leaves for wedding / funerals (max 20 days / year)

· Summer Vacation 3days (Jun ~ Sep)

· Year End vacation

◆ **Benefit / Training**

· Social Insurance / Pension (Health Insurance, Pension, Employee Insurance)

· Income insurance (GLTD) 、 International Travel Insurance (in Business Trip case)

· Hospital support 7,000 JPY/day (Max. 90 days)

· Training (support for language, e-learning, certification)

· Staff Sales program

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## Required Skills

◆ **Skill / Experience**

- 5+ Yrs. Experience of Corporate Legal

(Ideally, experienced business operation for B-to-C business / dealing with contracts for external agencies & vendors. Moreover, experience in contracts for rent & real estate is counted as A+)

- General Understanding in Corporate Legal

- English (Business Level)

- PC skill (Microsoft applications at min.)

- Ideally experience in Internal Control

◆ **Selection**

Interviews x2~x3+ Web Test

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## Company Description