



## Legal Secretary - Global Law Firm

**Telecommuting possible, Minimal OT**

### Job Information

**Recruiter**

ALBERTO K.K.

**Job ID**

1461368

**Industry**

Legal

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4.5 million yen ~ 6.5 million yen

**Holidays**

土日祝日

**Refreshed**

December 18th, 2024 03:00

### 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

Our client, Tier 1 international law firm is looking for a legal secretary who will support a Partner and team in their Japan office. You will be in charge of the following responsibilities.

- Coordinate and keep close relationships with stakeholders
- Manage invoicing, schedule meetings, and participate in firm initiatives
- Handle administrative tasks and other ad-hoc activities

Some strong points of this role include:

- Friendly working environment and minimal overtime
  - Opportunity to use your English skills
  - Work with top-class lawyers and grow your career further
  - Good office location in central Tokyo and up to 2 days telecommuting system
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### Required Skills

- Working experience in a legal or accounting firm
- Excellent organizational skills and proficiency using MS Office
- Fluent in Japanese and business English (R&W) skills
- Strong attention to detail and proactive mindset

For further details and a confidential discussion, please contact Ai directly at [ai.watahiki@alberto-recruitment.com](mailto:ai.watahiki@alberto-recruitment.com)

080-4462-7881 (direct)

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### Company Description