



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

November 19th, 2024 05:00

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

080-4462-7881 (direct)

Company Description