



Legal Senior Manager/ Manager

外資系ラグジュアリーブランドの法務シニアマネージャーまたはマネージャー

Job Information

Recruiter

Ascent Global Partners K.K.

Hiring Company

Luxury brand company

Job ID

1465166

Industry

Retail

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

11 million yen ~ 13 million yen

Refreshed

July 20th, 2024 01:00

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 MISSION

Lead activity in term of

- Legal Matters
- Corporate Affairs and Governance
- Compliance & Data Protection

MAIN RESPONSIBILITIES
Legal

- Drafting, reviewing and supporting negotiation of commercial agreements

(including lease, real estate...) and legal documentation relating to retail business and other associated matters.

- Providing advice and recommendation on a wide range of legal issues that arise during the day-to-day operation of business, but also on data privacy, new technology matters and Major customers' dispute to minimize potential for litigation.
- Managing and archiving all the contracts and other legal documentation via the internal management system (Physical & Digital Storage) including taking lead for the deployment of any legal related tools/ systems within the company.
- Updating new laws and regulations to ensure organizational awareness of legislation and/or regulatory issues that affect the company and respond to the same.
- Liaising with external lawyers and legal teams of the group for different legal matters (Litigation, IP issue, Contract reviews...).

Corporate Affairs and Governance

- Overseeing and managing corporate affairs subjects including, but not limited to, change of board members, distribution of dividends, disclosure etc.
- Preparing the necessary documents and handling statutory filings with authorities for the corporate affair subjects. If needed, using and managing third party partner on it.
- Maintaining the updated records and arranging the signatures with company's/directors' stamps in accordance with the company policy.

Compliance & Data Protection

- Responsible for the implementation and enforcing ethics and compliance programs including being the designated ethics and compliance correspondent covering Japan.
- Responsible for the implementation, monitoring and enforcement of Data Protection programs
- Acting as the first contact point to handle internal queries and next course of action on compliance and data protection policies and complaints by liaising with internal stakeholders to ensure responses and actions are done timely in appropriate manner.

Miscellaneous

- Overseeing general intellectual property matters and proactively collaborating with the other internal parties to handle counterfeit, parallel imports and brand protection activities;
- Handle ad-hoc tasks and duties as assigned (Purchase orders, Requests for payments...).
- Formulate and conduct regular trainings in terms of legal, compliance and data protection to staff as necessary, including induction for newcomers.

Required Skills

- Bachelor's law degree or above.
- Valid lawyer qualification in Japan or US is a plus.
- Experience in an in-house position or corporate multinational legal department environments (at least 5 years). Experience & understanding of retail / FMCG/ B to C business a plus.
- Strong legal knowledge, contract negotiations, writing, and drafting skills
- Able to work in fast-paced environments with the ability to manage numerous tasks simultaneously under tight deadlines and pressure.
- Keen attention to detail, ability to work independently, and excellent organizational skills.
- Good judgment with an understanding of when to ask for guidance or input.
- Self-motivated, highly driven, team player and a self-starter. Detail-and customeroriented, with a strong sense of ownership and drive.
- Good problem-solving skills and resourceful.
- Disciplined, focused and dedicated to meeting high standards of excellence.

Company Description