



外資系企業 法務部

英語を生かしたお仕事！幅広い年齢層の方々が活躍されています。

## Job Information

### Temp Agency

Randstad K.K., Professionals

### Job ID

1471093

### Industry

Other (Advertising, PR, Media)

### Company Type

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

### Non-Japanese Ratio

Majority Non-Japanese

### Job Type

Temporary

### Location

Tokyo - 23 Wards, Minato-ku

### Train Description

Ginza Line, Tameike Sanno Station

### Salary

8 million yen ~ Negotiable, based on experience

### Hourly Rate

5000円

### Work Hours

10 : 00 - 18:00

### Holidays

土日祝、年末年始休暇、夏季休暇

### Refreshed

July 29th, 2024 01:00

## General Requirements

### Minimum Experience Level

Over 10 years

### Career Level

Mid Career

### Minimum English Level

Fluent (Amount Used: English usage about 75%)

### Minimum Japanese Level

Native

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

Permission to work in Japan required

## Job Description

- Manage and archive all legal documents
  - Draft and endorse all company agreements
  - Point of contact with all third-party legal firms
  - Review and endorse all legal documentation
  - Develop legal documents for company use
  - Manage and track all agreements
  - Manage and track all company IP's
  - Registration of company properties
  - Legal assistance and advise for all departments when needed
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## Required Skills

### Work Experience

- Minimum 2-3 years of experience in similar role
  - Experience in intellectual property law (REQUIRED).
  - Experience in media companies (REQUIRED).
  - Experience in entertainment field (REQUIRED)
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