



## 【英語を活かせる】 Billing Assistant / Secretary in Legal Company

## Job Information

**Recruiter**[en world Japan K.K](#)**Job ID**

1474138

**Industry**

Legal

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chiyoda-ku

**Salary**

4.5 million yen ~ 5 million yen

**Work Hours**

Mon~Fri 09:15~17:30

**Refreshed**

July 8th, 2024 00:00

## General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

## Job Description

**Salary:** 4.5M to 5M annually (No bonus scheme)**Working Hours:** Monday to Friday, 9:15am to 5:30pm**Overtime:** Average overtime ranges from 0 to 15 hours per month and is excluded from salary calculations**Probation Period:** 6 months**Office Attendance:** During the probation period, 5 days are required in the office  
Afterward, a hybrid model of at least 3 days in the office will be implemented (subject to change)**Key Responsibilities:**

- Proficiency in numerical tasks and willingness to tackle new challenges

- Intermediate or above proficiency in Excel, including the ability to use basic formulas and understand formulas within templates
- Understanding of Lookup functions (VLOOKUP) and Math functions (SUMIF) to discern referenced data, even if unable to set them up independently
- Ability to format quotations as per team instructions
- Capability to input formulas outside of personal templates

**Language Proficiency:**

- Mid-level English proficiency is sufficient; high proficiency is not required
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**Required Skills**

1. **Numerical Proficiency:** Strong aptitude with numbers and comfortable handling various numerical tasks.
  2. **Excel Proficiency:** Intermediate or above proficiency in Microsoft Excel, including the ability to:
    - Use basic formulas such as SUM, AVERAGE, and IF statements.
    - Understand and apply Lookup functions (VLOOKUP) and Math functions (SUMIF).
    - Input formulas outside of personal templates.
    - Format data and documents effectively.
  3. **Adaptability:** Willingness to embrace new challenges and adapt to changing work environments or requirements.
  4. **Communication Skills:** Clear and effective communication skills, particularly in English, to collaborate with team members and follow instructions accurately.
  5. **Attention to Detail:** Meticulous attention to detail to ensure accuracy in tasks such as formatting quotations and inputting formulas.
  6. **Time Management:** Ability to manage time efficiently to meet deadlines and handle potential overtime hours.
  7. **Teamwork:** Capability to work collaboratively within a team environment, supporting colleagues and contributing to shared goals.
  8. **Problem-Solving Skills:** Capacity to identify issues, analyze situations, and propose solutions, particularly in the context of Excel tasks and formatting requirements.
  9. **Organizational Skills:** Strong organizational skills to manage workload effectively, prioritize tasks, and maintain productivity.
  10. **Commitment to Learning:** Desire to continuously improve skills and knowledge, particularly in the context of Excel proficiency and legal administrative tasks.
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**Company Description**