

MichaelPage

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## 【Legal Secretary】 International Firm

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## Job Information

## Recruiter

Michael Page

## Job ID

1483922

## Industry

Legal

## Job Type

Permanent Full-time

## Location

Tokyo - 23 Wards

## Salary

5 million yen ~ 7 million yen

## Refreshed

June 21st, 2024 14:18

## General Requirements

## 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

Join a prestigious international law firm in Tokyo as a Legal Secretary. Enhance your expertise in a growing industry with ample opportunities for career advancement.

## Client Details

A renowned foreign law firm with a significant history in Tokyo, known for handling high-profile cases involving large Japanese companies. The firm offers a supportive environment with minimal overtime, making it ideal for those seeking a long-term position.

## Description

- Manage scheduling, invoicing, and secretarial duties.
- Provide comprehensive legal support.
- Enhance and utilize English language skills.
- Operate in an environment with global cases and foreign lawyers.

## Job Offer

- Competitive salary, up to 7 million yen annually.
- Convenient location located in central Tokyo.
- Supportive and inclusive work culture.
- Opportunities for professional growth and development.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

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## Required Skills

- Experience in secretarial roles, preferably in a legal environment.
  - Native level Japanese and strong English language skills.
  - Detail-oriented and highly organized.
  - Ability to work independently and as part of a team.
  - Excellent communication and interpersonal skills.
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## Company Description

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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