



Corporate Secretary - International Outsourcing Company

Job Information

Recruiter

ALBERTO K.K.

Job ID

1487397

Industry

Business Consulting

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 million yen

Work Hours

8 working hours, flextime

Holidays

土・日・祝日、有給休暇、年末年始休暇等

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General Requirements

Minimum Experience Level

Over 3 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, a leading international outsourcing company with global presence is looking for a corporate secretary consultant as an additional member in their growing CS department. Enjoy a flexible international working environment and other benefits while expanding your career.

- Maintain updated corporate registry for stakeholders
- Prepare and manage legal documents for clients
- Support client's needs in securing business licenses and other important documents

Required Skills

- 3+ years of working experience as corporate secretary or legal assistant or Legal Secretary
- Fluent in Japanese and business English skills
- Knowledge in Japanese Companies Act, Immigration Laws, and other related laws
- Strong communication skills and proactive mindset

ご興味・ご質問がありましたら、担当の綿引（080-4462-7881、ai@alberto-recruitment.com）までお気軽にご連絡くださいませ。

For further details and a confidential discussion, please contact Ai directly on 080-4462-7881 or at ai@alberto-recruitment.com

Company Description