



## 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

**Refreshed**

December 27th, 2024 01:00

### 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

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