



【即日可能】アシスタント・セクレタリー@外資法律事務所

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1490800

Industry

Legal

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

Based on hourly rate

Hourly Rate

2300円 + 交通費

Work Hours

9:15am to 5:30pm

Refreshed

September 27th, 2024 02:00

General Requirements

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

Legal Secretary

We are looking for a candidate who can provide a professional service as a legal secretary at this very well-respected international law firm in Tokyo. This particular role will require a candidate who is fully fluent in Japanese and English, self-motivated and is meticulous with details. The candidate must be able to handle a wide variety of tasks supporting an extremely busy team of lawyers and function well under pressure.

MAIN RESPONSIBILITIES

- Managing schedules and making appointments / travel arrangements for a team of lawyers
- Preparing and processing expense reports
- Creating, amending, formatting documents and presentations
- Preparing and supporting client events
- Preparing complex monthly invoices involving liaising with other offices in order to meet the deadline
- Other related tasks to invoicing and billing

Required Skills

REQUIREMENTS

- Excellent communication skills in oral and written native Japanese and fluent English (TOEIC 850+)
- Advanced Outlook, Word, Excel and PowerPoint skills
- Good with numbers and details
- Team player and flexible attitude
- Able to work independently
- Able to work under pressure
- Able to do overtime as required

Company Description