



【10月スタート】 【外資系法律事務所】 アシスタント

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1491806

Industry

Legal

Company Type

Large Company (more than 300 employees)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5.5 million yen ~ 6 million yen

Work Hours

9:15~17:30

Refreshed

September 25th, 2024 07:00

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

[ポジション]

(契約社員) Billing Administration Assistant

[事業内容・会社の特徴]

外資系法律事務所

[仕事内容]

Supporting the legal practice groups and Secretarial team to ensure proper and accurate client account billing to deliver a high level of client service and satisfaction. You will be liaising with Partners, fee earners and PAs to collate the required information to progress bills to completion. You will also collaborate with Accounts Receivable to ensure a smooth end to end billing cycle is maintained.

MAIN RESPONSIBILITIES:

- Checking all draft billing proformas, ensuring fees are accurate, disbursements have been picked up correctly and required evidence included
- Refer to client building guides and build a strong knowledge of the client requirements for the bills you are responsible for processing
- All time entries and narratives are checked and amended before authorised proformas are sent to Billing
- Checking Elite 3E to ascertain status of invoice in system and liaising with Billing and Collections
- Preparing billing review documentation in Excel where required
- Acting as the first point of contact for client queries regarding invoices, liaising with matter handler/partner, cancelling invoices and arranging credit notes
- Liaising with Billing AP, Cashiers and Collections on a daily basis, requesting disbursements be added, requesting amends/transfers, requesting monies on account to be applied and other various tasks
- Assisting with clients requiring e-billing
- Assisting with queries regarding Client and Matter database maintenance
- Chasing missing timesheets
- Support wider Billing Assistant team and department administration tasks to manage workload peaks and troughs when capacity allows
- Efficient use daily of workflow tracker to record status of bills and actions completed/next steps

[勤務時間]

月-金

9:15~17:30

[給与]

550~650万円

Required Skills

[応募資格]

REQUIREMENTS:

- Excellent communication skills in oral and written native Japanese and business level English (TOEIC 800 or higher)
- Advanced IT skills
- Strong Excel skills
- Although not necessary, would be helpful to have experience of Elite, 3E or a similar system. Carpe Diem (or other time recording software) beneficial
- Full training on document management and practice management systems and workflow tools will be provided

- Attention to detail – a high level of accuracy is essential
 - Ability to priorities and act on own initiative
 - Ability to meet deadlines and work under pressure
 - Ability to build professional relationships and to communicate at all levels
 - Ability to work as a team with other roles supporting the delivery of an efficient billing process
 - Professional in conduct and appearance at all times
 - Punctual at all times
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Company Description