

VISTRA

Corporate Secretarial Associate or Senior Associate

Job Information

Hiring Company

VISTRA Japan K.K.

Job ID

1492068

Division

Corporate Sercratary

Industry

Other (Consulting and Professional Services)

Company Type

International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

March 5th, 2025 09:00

General Requirements

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

It's never been a more exciting time to join Vistra.

At Vistra our purpose is progress. We believe that our clients have the power to change the world and to do great things for global progress, and we exist to remove the friction that comes from the complexity of global business – to help our clients

achieve progress without friction.

But progress only happens when people come together and take action. And we're absolutely committed to building a culture where our people can do just that.

We have an exciting opportunity for you to join our team as Associate or Senior Associate. Reporting to the Manager/Head of Department, this full-time and permanent position is based in Tokyo, Japan and offers regional coverage, allowing you to make a significant impact to our Corporate Secretarial Department and its' growth.

Key responsibilities:

1. **Coordination with external judicial scrivener to prepare and execute various corporate secretarial documents, such as annual general shareholder meeting minutes, boarding meeting minutes, and similar documents.**
2. **Drafting of corporate secretarial documents, such as annual general shareholder meeting minutes, board meeting minutes, and similar documents.**
3. **Manage corporate seals of the clients and affix correct seal in correct places on legal documents**
4. **To be able to manage the corporate seals and other valuables of the clients to ensure safe and secure keeping of these items.**
5. **Upon client's requests, obtain different types of corporate and personal certificates (such as corporate registry certificates and seal certificates) from government offices**
6. **Organize, file and store different types of corporate documents for clients**
7. **Other CS and related admin work**

If you are excited about working with us, we encourage you to apply or have a confidential chat with one of our Talent Acquisition team members. Our goal is to make this a great place to work where all our people can thrive. We hope you join us on this exciting journey!

Required Skills

Key requirements

1. **Business level proficiency in both written and spoken Japanese and English**
2. **Flexible in a fast-paced environment**
3. **Strong communication skills**
4. **Have the ability to work effectively with colleagues and partners from diverse backgrounds and cultures**
5. **Highly organized**
6. **Quick learner**
7. **Able to maintain high level of accuracy and attention to detail in all aspects of work**

Company Description