

【派遣】法務部アシスタント

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Job Information

Recruiter

Michael Page

Job ID

1496100

Industry

Bank, Trust Bank

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Based on hourly rate

Hourly Rate

¥1800 - ¥2000

Work Hours

8:50 - 17:00

Refreshed

September 30th, 2024 13:50

General Requirements

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

6か月間の法務部アシスタント担当を募集しております。

Client Details

欧州系銀行

Description

- Handling of Master Agreement Database (e-platform to file legal master agreement such as ISDA, Repo, etc.)
- Handling of T360 (e-platform for the legal fee payment to the external law firms)
- Handling of other internal platforms (e.g. reimbursement of the costs, IT-related request for setting, etc.)
- Documents filing/safe-keeping (contracts, other legal documents, internal documents, books and periodicals, etc.)

- Logical arrangements for meeting, seminars, business trips, etc.
- Other supports/assistance for LGL team members' daily needs

Job Offer

- 即日就業可能
- 社会保険完備

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Ayaka Naota on +813 6832 8975.

Required Skills

- English Reading & Writing, Conversational level of Speaking is necessary
 - PC - excel / word / ppt
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Company Description

欧州系銀行