



## Legal Secretary at Global Law Firm / 外資法律事務所の弁護士秘書

英語力を活かして国際的な環境で活躍しませんか？

## Job Information

**Recruiter**

ALBERTO K.K.

**Job ID**

1501345

**Industry**

Legal

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

7 million yen ~ 8 million yen

**Work Hours**

9:15- 17:30

**Holidays**

土・日・祝日、有給休暇、年末年始休暇等

**Refreshed**

December 26th, 2024 05:00

## General Requirements

**Minimum Experience Level**

Over 6 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

- Managing schedules and making appointments, travel arrangements
- Preparing and processing expense reports
- Creating, amending, formatting documents and presentations
- Preparing and supporting client events
- Preparing complex monthly invoices
- Other related tasks to invoicing and billing

- Japanese language assistance as required
  - Assisting with visitors
  - Other secretarial and support tasks
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## Required Skills

- Excellent communication skills in oral and written native Japanese and fluent English (TOEIC 900~)
- Advanced Outlook, Word, Excel and PowerPoint skills
- Good with numbers and details
- Team player and flexible attitude

If you interested in this position please contact Ai at 080-4462-7881, [ai@alberto-recruitment.com](mailto:ai@alberto-recruitment.com)

もしご興味をお持ちいただけましたら、担当者 綿引（ワタヒキ）

（080-4462-7881, [ai@alberto-recruitment.com](mailto:ai@alberto-recruitment.com)）までお気軽にご連絡くださいませ。

この他にも、貴方様のご経験とご希望に合った案件をご提案させていただきます。

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## Company Description