



## Legal Contract Specialist

### Job Information

**Hiring Company**[GroupM Japan K.K.](#)**Job ID**

1516773

**Industry**

Advertising, PR

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 6 million yen

**Refreshed**

April 15th, 2025 01:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**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

**Overview of the role**

Legal Specialist will help GroupM and Agency team conclude contracts with both Clients and Vendors, and make sure company's transactions comply with laws and regulations as well as company internal policies with advise and guidance by a supervisor

Successful Legal Specialist will become a candidate for a legal manager.

**Key responsibilities**

1. Draft or assist in the drafting of contracts and legal documents for the final review of a supervisor
2. Help handle corporate legal matters such as general shareholder meeting.
3. Perform administrative duties to assist legal operations.
4. Liaise with Regional and Global legal networks/resources,
5. Provide legal information to GroupM / Agency team upon request.
6. Follow up instructions given by a supervisor

**Regular duties & schedule**

1. Local legal team meeting once a week ( it can be either offline or on line )
2. Regional legal team meeting once a month ( on line )

#### **Effective ways of working**

1. Collaborate with and support other team members
2. Build strong working relationships with the Trading Team as well as other GroupM and Agency teams
3. Always try to apply fair and logical thinking to the issues rather than wishful thinking
4. Global legal team meeting once a month ( on line )
5. Weekly update of job list
6. Monthly update of outsourced human resource contracts
7. Quarterly update of OPT-IN Client List
8. Keep the legal information updated on GMJ Intranet

---

#### **Required Skills**

- Law degree or similar level of education, or working experience in legal service
- 3 year+ working experience in the advertising industry as a client service representative.
- Punctual, precise, and having a positive attitude;
- Ability to resolve the issues and persuade the others in a fair and logical approach
- Exceptional communication skill in writing and speaking, both in Japanese and English;
- Excellent PC Skill ( Word, Powerpoint )

---

#### **Company Description**