



Legal Assistant / Paralegal at Global Law firm

Elite global law firm!

Job Information

Recruiter

ALBERTO K.K.

Job ID

1523977

Industry

Legal

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 10 million yen

Refreshed

April 11th, 2025 03:00

General Requirements

Minimum Experience Level

Over 3 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

- Drafting and reviewing legal documents, including pleadings, motions, briefs, and correspondence
- Organizing, scanning, and cataloging legal records
- Filing legal documents with courts or relevant public institutions
- Reviewing newly received cases daily and preparing concise summaries
- Gaining in-depth expertise in matter flow processes
- Monitoring case progress and keeping records up to date
- Creating and managing databases, charts, graphs, and tables for data analysis
- Recording daily time entries for completed tasks
- Conducting legal research as required

For further information please contact Ai directly and in confidence at ai@alberto-recruitment.com

Required Skills

- A bachelor's degree is required, preferably in law or a related field
- Prior experience in a law firm or professional services environment is essential
- Strong analytical and documentation abilities in corporate or financial legal matters, supported by a solid grasp of fundamental legal principles
- Native-level proficiency in Japanese, with business-level fluency in both written and spoken English
- Excellent communication and interpersonal skills
- Capable of working independently with strong initiative, curiosity, and a problem-solving mindset, while also being a collaborative team player
- Proficiency in Microsoft applications
- Strong ability to manage multiple tasks, prioritize effectively, and perform under time constraints
- Willingness and capability to work extended hours when required
- Possession of an Administrative Scrivener or Judicial Scrivener qualification is an advantage

Company Description