



## 外資系法律事務所 秘書・EA (Legal Secretary, Legal Executive Assistant)

英語の使用度が高く、勤務環境の良い事務所です◎！

### Job Information

**Recruiter**

ALBERTO K.K.

**Hiring Company**

外資系法律事務所

**Job ID**

1526683

**Industry**

Legal

**Company Type**

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

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 7 million yen

**Work Hours**

9:30-17:30

**Holidays**

土日祝日、年末年始、有給休暇 他

**Refreshed**

March 14th, 2025 16:30

### 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

- ・ To produce and amend documents with speed and accuracy, and to format, paginate, number and present documents in house-style
- ・ To support other members of the secretarial team and to provide cover as and when necessary to

ensure that work is completed to a high standard. Lunch hours are on roster basis.

- Manage diaries of allocated fee earners including:
  - making appointments;
  - arranging meetings/conferences;
  - sending and responding to invites;
  - booking restaurants
- Manage conference rooms and video conference setting
- Make travel arrangements to include preparing itinerary, booking hotels, booking flights etc

その他基本的な弁護士秘書業務をご担当いただきます。

英語での業務が多くなりますので、英語力を生かしたいかた、英語力を伸ばしたい方にも良いポジションです◎

インターナショナルな環境でご自身のご経験を活かしませんか？

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## Required Skills

- Expert proficiency with the MS Office
- Strong organizational skills (ability to seamlessly perform & prioritize multiple tasks with excellent attention to detail)
- Strong interpersonal skills & the ability to build relationships with internal and external lawyers, staff and clients
- Expert communication skills
- Proactive approach to problem-solving & strong decision-making capability

ご興味・ご質問がございましたら、担当の綿引（080-4462-7881、ai@alberto-recruitment.com）までお気軽にご連絡くださいませ。

For further details and a confidential discussion, please contact Ai directly on 080-4462-7881 or at ai@alberto-recruitment.com

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