



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？

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

Company Description