

# ROPES & GRAY

弁護士秘書 Legal Secretary

Preeminent, global law firm

## Job Information

### Hiring Company

Ropes & Gray LLP

### Job ID

1527703

### Division

Secretarial Services

### Industry

Legal

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards, Chiyoda-ku

### Train Description

Marunouchi Line, Tokyo Station

### Salary

5 million yen ~ 7 million yen

### Work Hours

10 : 00 ~ 18 : 00 (休憩1時間)

### Holidays

完全週休二日制 (土日祝)

### Refreshed

March 31st, 2025 00:00

## 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

### Job Description

**JobTitle:** Legal Secretary

**Department:** Secretarial Services  
**Reports to:** Tokyo Office Manager  
**Location :** Tokyo  
 ※給与はご経験により要相談

**Become a Legal Executive Assistant (LEA) / Legal Secretary at Ropes & Gray.** Why? Because with great responsibilities come great opportunities: to work alongside industry-leading lawyers; to serve as an attorney's right hand and play a vital role managing day-to-day activities; and to join the practice as an integral member of the group, managing the flow of information as you screen, organize, and prioritize requests from both internal and external clients.

Being an LEA/Legal Secretary at Ropes & Gray means being challenged and rewarded. It's a role ideal for a self-starter with high energy who can work independently and identify creative solutions to complex business problems.

#### **ESSENTIAL FUNCTIONS:**

- Supports and demonstrates fluency in the Firm's Trusted Advisor and Proactive Assistance programs.
- Demonstrates a professional demeanor in appearance and behavior. Maintains strict confidentiality in all interactions. Possesses strong interpersonal skills. Demonstrates a solid ability to communicate with all levels of the organization.
- Possesses exceptional verbal and written communication skills adhering to proper business writing standards. Demonstrates a keen eye for detail in informal and formal communications.
- Always maintains a positive and professional attitude. Works effectively with other departments, seeking solutions to business problems. Demonstrates an intellectual curiosity and continuous drive to improve service.
- Demonstrates an openness to constructive feedback and a flexibility to adjust behavior or performance as needed.

#### **Client Service – Relationship Management**

- Fosters open and frequent communication with teammates to ensure smooth and expeditious support to assigned lawyers. Cross-trains teammates ensuring same first-class service while away or out of the office.
- Provides superior client service with internal and external clients displaying a proactive, "can do" attitude when meeting individuals, answering telephone calls, and acting on behalf of the lawyers.
- Acts as the gatekeeper prioritizing conflicting needs. Handles matters confidentially, expeditiously, proactively, and independently and follows through on tasks until successful completion. Suggests new processes/procedures to expedite projects and day-to-day workflow.
- Demonstrates intimate knowledge of assignment's work habits and preferences. Anticipates needs and shepherds work forward with limited direction.
- Develops strong understanding of (assigned lawyer's) practice and clients. Maintains a professional relationship with other legal counsel, courts, agencies, and professional organizations on behalf of the attorney keeping up-to-date client contacts in InterAction, as well as detailed client/matter lists.
- Works closely with, and effectively manages, assigned lawyers' practice to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.

#### **Billing Management**

- Efficiently reconciles and processes expenses. Reviews inbox, diary entries, calendar, and other items to classify business and personal expenses. Reviews Chrome River and American Express Card to allocate expense items. Obtains receipts from lawyer or other means if available. Collaborates with internal or external resources to address all outstanding Chrome River or AMEX items within payment window, running inquiries when necessary.
- Actively manages timekeepers' diaries. Creates draft entries based on knowledge of lawyer activity, review of inbox, diary entries or other knowledge. Edits and reviews entries to ensure conformity to best practices. Proactively manages lawyers to ensure entries meet submission deadlines. Obtains subject matter expert level knowledge of the billing process. Proactively communicates and collaborates with assigned billing coordinators. Coordinates the proper review of proformas, tracks, edits, and updates, and facilitates final approval of bill to ensure timely delivery to client. Assists in meeting targets and year-end deadlines.

#### **Project Management**

- Composes, edits, and proofreads correspondence, presentations, and other documents. Demonstrates exceptional technological/document production skills.
- Proactively coordinates internal/external meetings with limited direction. Arranges proper logistics based on meeting requirements (visitor offices, conference room, video conference and dial-in number, as appropriate).
- Applies best practice when arranging travel, utilizing agent assist and on-line tools appropriately.
- Proactively coaches lawyers to delegate non-billable tasks to their LEA allowing the lawyer to focus on legal work and engage in their practice. Tasks include, but are not limited to, printing, scanning, copying/binding, filing, document preparation and package shipment.
- Demonstrates an exceptional understanding of Microsoft Outlook. Utilizes creative problem-solving skills to solve challenging scheduling requirements. Manages multiple calendars and supports scheduling requirements across multiple lawyers, clients, offices, and time zones.

#### **Training and Professional Development**

- Actively contributes in secretarial huddles and other team related activity. Participates in focus groups, lunch and learns, and other knowledge sharing activity including the mentor program, when necessary.
- Maintains subject matter level expertise in the Firm's core applications. Understands and adheres to best practices.

#### **ABOUT ROPES & GRAY:**

Ropes & Gray is a preeminent, global law firm. The firm has been ranked in the top-three on The American Lawyer's prestigious "A-List" for seven years and is ranked #1 on Law.com International's "A-List" in the U.K.—rankings that honor the "Best of the Best" firms.

The firm has approximately 2,500 lawyers and professionals serving clients in major centers of business, finance, technology,

and government in Boston, Chicago, Dublin, Hong Kong, London, Los Angeles, Paris, New York, San Francisco, Seoul, Shanghai, Silicon Valley, Singapore, Tokyo and Washington, D.C.

The firm has consistently been recognized for its leading practices in many areas, including asset management, private equity, M&A, finance, real estate, tax, antitrust, life sciences, health care, intellectual property, litigation & enforcement, privacy & cybersecurity, and business restructuring.

Ropes & Gray is an equal opportunity employer.

**WORK CONDITIONS:**

Normal office environment and schedule.

---

Required Skills

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

- College degree or equivalent.
  - Expert proficiency with the MS Office (Word, Excel, PowerPoint, and Outlook) applications.
  - Strong organizational skills that reflect ability to seamlessly perform and prioritize multiple tasks with excellent attention to detail.
  - Strong interpersonal skills and the ability to build relationships with internal and external lawyers, staff, and clients.
  - Expert communication skills.
  - Fluent in both Japanese and English.
  - Proactive approach to problem-solving and strong decision-making capability.
- 

Company Description