



Corporate Governance position for a Global Gaishikei Company

Flexible work hours, great location

Job Information

Recruiter

ALBERTO K.K.

Job ID

1531951

Industry

Medical Device

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Shinjuku-ku

Salary

5 million yen ~ 10 million yen

Refreshed

April 9th, 2025 12:17

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 25%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

The company is looking for a motivated professional who will be in charge of all corporate governance and compliance affairs for the company. As a member of the corporate governance team, you will support the development of a strong and effective governance framework, ensuring it aligns with the company's policies and objectives.

The tasks will include:

- Provide legal guidance, including reviewing meeting minutes, offering consultations, and training on company laws to affiliated companies

- Manage stock practices, including dividends and shareholder registry, with internal and external partners

- Prepare governance-related reports, including securities and corporate governance reports
 - Work with departments to review and update internal control policies in line with the Companies Act
 - Ensure smooth conduct of shareholder meetings, complying with laws and industry practices, and collaborate on preparing legal documents
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Required Skills

The candidate is expected to be Fluent in Japanese and Business level English. The desired candidate will show a willingness to improve their English communication skills (primarily for email correspondence upon joining the company, with future opportunities to engage in speaking and listening at global conferences)

Also:

- Graduate of a law school or law school in Japan or a major foreign country
 - Have 2 to 5 years of practical experience in corporate law (experience working at a foreign company or law firm is preferred)
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Company Description