



PR/117860 | Secretary (Japanese Speaking)

Job Information

Recruiter
[JAC Recruitment UK](#)
Job ID

1534045

Industry

Legal

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2025 11:59

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Legal Secretary (Japanese Speaking)
Location: London (Office base)
Salary: around GBP 30K (Negotiable)
Responsibilities:
Secretary & Admin Duties

- Meeting room booking & Schedule coordination
- Setting up projectors, screens, monitors, etc
- Printing and filing of documents as instructed by lawyers
- Receiving and taking emergency calls to lawyers
- International telephone requests from visitors
- Invoicing, managing expenses
- Arranging restaurants for clients, tickets and hotels
- Other admin duties and managing the office/facilities
- File documents in a binder and label them according to the manual so that the contents can be identified

- Website publication (articles, books, seminars, awards, case information, etc.)
- Arrangements for congratulatory telegrams, flowers and gifts for clients' inaugurations/retirements

Law Related Duties:

- Conflict search (check for internal conflicts regarding the case)
- Litigation (3E)
- Client registration
- Proofreading of case documents (= called proofs) as instructed by lawyers
- Document translation
- Advisory fees, directors' remuneration and secondment compensation reimbursement
- Billing for start-up fees, deposits, court deposits, court prepayments and insolvency cases
- Processing of outsourcing fees.
- Handling of unclaimed expenses
- Domestic & Overseas remittances
- Court-appointed defence correspondence

Requirements:

- Japanese full fluency, English Business level
- Previous experienced in law firms
- Has right to work in UK
- Accurate, co-operative and resourceful person

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Company Description