



## Legal Secretary - Global Law Firm

Telecommuting possible, Minimal OT

## 募集職種

人材紹介会社

ALBERTO株式会社

求人ID

1461368

業種

法律事務所

会社の種類

中小企業 (従業員300名以下) - 外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

450万円 ~ 650万円

休日・休暇

土日祝日

更新日

2024年12月18日 03:00

## 応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

## 募集要項

Our client, Tier 1 international law firm is looking for a legal secretary who will support a Partner and team in their Japan office. You will be in charge of the following responsibilities.

- Coordinate and keep close relationships with stakeholders
- Manage invoicing, schedule meetings, and participate in firm initiatives
- Handle administrative tasks and other ad-hoc activities

Some strong points of this role include:

- Friendly working environment and minimal overtime
  - Opportunity to use your English skills
  - Work with top-class lawyers and grow your career further
  - Good office location in central Tokyo and up to 2 days telecommuting system
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#### スキル・資格

- Working experience in a legal or accounting firm
- Excellent organizational skills and proficiency using MS Office
- Fluent in Japanese and business English (R&W) skills
- Strong attention to detail and proactive mindset

For further details and a confidential discussion, please contact Ai directly at [ai.watahiki@alberto-recruitment.com](mailto:ai.watahiki@alberto-recruitment.com)

080-4462-7881 (direct)

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#### 会社説明