



## LEGAL-Contract Management (Associate Manager) - Corporate

### 募集職種

#### 人材紹介会社

Hire Pundit Japan 株式会社

#### 求人ID

1470338

#### 業種

ITコンサルティング

#### 会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

300万円 ~ 500万円

#### 更新日

2024年07月19日 05:00

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

新卒・未経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

流暢

#### 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

- ・ Legal review of related contracts for service provision, procurement, partnership, etc. for clients/projects (including consideration based on legal perspectives, internal policies, commercial conditions, and risk analysis in service provision)
- ・ Consideration of risk management and mitigation measures that take into account the structure and operation of contracts at the proposal stage for business negotiations, including new projects.
- ・ Support or execution of negotiation of conditions with clients/cooperating companies, etc. and collaboration/coordination with related departments within the company for the conclusion of related contracts.
- ・ Disseminate contract terms to project members of each related contract and consider, support, or implement each management rule (document management rules, operational rules for contract changes, etc.)
- ・ Consideration and advice on risk reduction measures, or implementation and promotion of the measures themselves, for issues that arise during the continuous service provision and team management of the project (including not only receiving

inquiries but also discovering and pointing out)

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## スキル・資格

### ◆ Application requirements

#### [Recruitment of experienced personnel]

・ Knowledge of contract law and related laws and regulations or 3 or more years of experience dealing with contracts (including not only work experience in the legal department, but also experience negotiating intercompany transactions in areas such as sales and procurement project management work).

・ Business-level English proficiency (estimate: TOEIC score of 650 or higher; if you have not taken the exam, you must have a history of using English at work or as a student)

・ Japanese native level

#### [Second new graduate recruitment]

・ Japanese native level

・ More than 1 year of working experience but less than 4 years

・ English proficiency (estimate: TOEIC score of 500 or higher. If you have not taken the exam, you must be comfortable with English and have a desire to improve your English proficiency)

### ◆ Desired experience/skills

[common]

・ People who have the perspective to see things from a bird's-eye view

・ People who have an awareness of business improvement and problem solving

・ Experience or attitude of working with the whole team in mind

・ Ability to process paperwork with speed

・ Willingness and sense of responsibility to actively learn and respond to change

・ Communication skills and interpersonal relationship building skills that enable negotiation and coordination among related parties

・ People who have the desire to grow while leveraging their own skills

・ Able to seek feedback and receive it constructively

・ Those who are willing to accept new opportunities and changes and are willing to grow.

#### [Recruitment of experienced personnel]

・ Negotiation skills and experience for concluding contracts, etc.

・ Experience in the IT industry or consulting services industry

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会社説明