



【1500～2100万円】 Legal Director

外資系メーカーでの募集です。法務のご経験のある方は歓迎です。

#### 募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

外資系メーカー

求人ID

1480645

業種

電気・電子・半導体

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

1500万円～2000万円

勤務時間

09:00～17:30

休日・休暇

【有給休暇】初年度 14日 1か月目から 【休日】土 日 祝日 GW 夏季休暇 年末年始 ※ご入社時期により初年度の有給日数は...

更新日

2024年07月04日 13:00

#### 応募必要条件

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

【求人No NJB2214402】

Description of Duties

(1) Commercial Matters:

Draft and/or review agreements (regarding Sales AGS Finance Facility EHS GIS HR) in Japanese and/or English and negotiate with customers suppliers or other third parties about the Ts Cs. Need to understand the business needs draft the agreements in accordance with business needs and create new agreements in Japanese and English. (Must have)

Communicate with internal customers and HQ people to settle open commercial issues. (Must have)

Administer ACE metadata (updating contract management system) .

Document control for signed original agreements.

Give advice about stamp duty for contracts and contract arrangement for tax advantage.

Update standard agreements templates in Japanese.

(2) Governance matters

Updating registration matters and update the Articles of Incorporation

Filing of securities reports (Form 8 10K 10Q) stockholding reports stock acquisition reports etc. handling of court related administrative matters (submission of documents deposits etc.) .

Regional Compliance Committee host

Japan Leadership Team member

BCP committee member

Identify analyze and plan to prevent potential company risk

Weekly 1:1 with country president

(3) HR onsite support

Give HR some advice about problematic employees harassment reports working regulation.

Attend labor tribunals.

(4) Trainings to employees

Give classroom trainings to newly appointed managers new hires with respect to trade secret conflict of interest and gift entertainment meal travel policies.

· Travel: 10% mainly for international meetings

## スキル・資格

Key Knowledge / Key capabilities / Skill Sets (1) Adequate Knowledge of Basic Laws: Civil Code (contracts torts in particular) (Must have) Commercial Code (Must have) Company Code (Must have) Labor Code (Must have) Privacy Law (Must have) Anti trust Law Unfair Competition Prevention Law Product Liability Law Stamp duty (2) Communication skill (Must have) Understand business needs and proactively provide legal advice and solutions Consult and negotiate with stakeholders including company customers to realize company directions Good at problem solving (Be a solution provider not a critic or information provider) (3) English skill (Must have) Required to be proficient enough to communicate with HQ and for translation (Japanese translation of documents to be submitted to government offices · there is a considerable amount of work which requires a high technical skill) (4) Self motivated (5) Willingness to bear uncertainty 3. Academic Background Must have bachelor or higher degree in law (Must have) 4. Others Experience of studying abroad/overseas job experience so much the better. Japanese law license not needed but preferred License to practice law in the United States so much the better. (Nice to have)

## 会社説明

ご紹介時にご案内いたします