

VISTRA

Corporate Secretarial Associate or Senior Associate

募集職種

採用企業名

VISTRA Japan株式会社

求人ID

1492068

部署名

Corporate Sercratary

業種

その他（コンサルティング・土業）

会社の種類

外資系企業

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

東京都 23区, 中央区

給与

経験考慮の上、応相談

ボーナス

固定給+ボーナス

更新日

2025年02月05日 10:00

応募必要条件

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

ネイティブ

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

It's never been a more exciting time to join Vistra.

At Vistra our purpose is progress. We believe that our clients have the power to change the world and to do great things for global progress, and we exist to remove the friction that comes from the complexity of global business – to help our clients

achieve progress without friction.

But progress only happens when people come together and take action. And we're absolutely committed to building a culture where our people can do just that.

We have an exciting opportunity for you to join our team as Associate or Senior Associate. Reporting to the Manager/Head of Department, this full-time and permanent position is based in Tokyo, Japan and offers regional coverage, allowing you to make a significant impact to our Corporate Secretarial Department and its' growth.

Key responsibilities:

1. **Coordination with external judicial scrivener to prepare and execute various corporate secretarial documents, such as annual general shareholder meeting minutes, boarding meeting minutes, and similar documents.**
2. **Drafting of corporate secretarial documents, such as annual general shareholder meeting minutes, board meeting minutes, and similar documents.**
3. **Manage corporate seals of the clients and affix correct seal in correct places on legal documents**
4. **To be able to manage the corporate seals and other valuables of the clients to ensure safe and secure keeping of these items.**
5. **Upon client's requests, obtain different types of corporate and personal certificates (such as corporate registry certificates and seal certificates) from government offices**
6. **Organize, file and store different types of corporate documents for clients**
7. **Other CS and related admin work**

If you are excited about working with us, we encourage you to apply or have a confidential chat with one of our Talent Acquisition team members. Our goal is to make this a great place to work where all our people can thrive. We hope you join us on this exciting journey!

スキル・資格

Key requirements

1. **Business level proficiency in both written and spoken Japanese and English**
2. **Flexible in a fast-paced environment**
3. **Strong communication skills**
4. **Have the ability to work effectively with colleagues and partners from diverse backgrounds and cultures**
5. **Highly organized**
6. **Quick learner**
7. **Able to maintain high level of accuracy and attention to detail in all aspects of work**

会社説明