

MichaelPage

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## 【大手法律事務所傘下ヨーロッパ系法律事務所】秘書

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## 募集職種

## 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

## 求人ID

1508291

## 業種

法律事務所

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

450万円 ~ 550万円

## 更新日

2024年12月09日 11:16

## 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

日常会話レベル

## 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

日本での就労許可は必要ありません

## 募集要項

The Office Assistant position is an essential role in our professional services, requiring strong secretarial and business support skills. The ideal candidate will be well-organized, proactive, and eager to provide top-notch service to our team.

## Client Details

Our client is a prestigious foreign law office located in Tokyo. This medium-sized organization is highly respected in the professional services industry and is known for its dedication to excellence and high-quality service.

## Description

- Provide administrative support to the team, including scheduling meetings, handling correspondence, and maintaining files.
- Assist with the preparation of legal documents and reports.
- Maintain a high level of confidentiality in all interactions.
- Manage office supplies and ensure all equipment is in good working order.
- Coordinate with other departments to ensure smooth office operations.
- Handle travel arrangements for staff as needed.
- Answer phone calls and direct them to the appropriate parties.

- Participate in special projects as assigned.

#### Job Offer

- A positive and supportive office culture in the heart of Tokyo.
- The opportunity to work in a prestigious foreign law office.
- Comprehensive benefits package.
- Opportunities for professional growth and development.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Saki Kanematsu at +81 3 6832 8904.

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#### スキル・資格

- A strong understanding of secretarial and business support functions.
  - Excellent organizational skills and attention to detail.
  - Strong communication skills, both written and verbal.
  - Proficiency in using office software such as Microsoft Office Suite.
  - Experience working in a professional services environment, particularly in a foreign law office.
  - A proactive and service-oriented mindset.
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#### 会社説明

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