



Legal Contract Specialist

募集職種

採用企業名

グループエム・ジャパン株式会社

求人ID

1516773

業種

広告・PR

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 600万円

更新日

2025年04月15日 01:00

応募必要条件

職務経験

3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

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

Overview of the role

Legal Specialist will help GroupM and Agency team conclude contracts with both Clients and Vendors, and make sure company's transactions comply with laws and regulations as well as company internal policies with advise and guidance by a supervisor

Successful Legal Specialist will become a candidate for a legal manager.

Key responsibilities

1. Draft or assist in the drafting of contracts and legal documents for the final review of a supervisor
2. Help handle corporate legal matters such as general shareholder meeting.
3. Perform administrative duties to assist legal operations.
4. Liaise with Regional and Global legal networks/resources,
5. Provide legal information to GroupM / Agency team upon request.
6. Follow up instructions given by a supervisor

Regular duties & schedule

1. Local legal team meeting once a week (it can be either offline or on line)
2. Regional legal team meeting once a month (on line)

Effective ways of working

1. Collaborate with and support other team members
 2. Build strong working relationships with the Trading Team as well as other GroupM and Agency teams
 3. Always try to apply fair and logical thinking to the issues rather than wishful thinking
 4. Global legal team meeting once a month (on line)
 5. Weekly update of job list
 6. Monthly update of outsourced human resource contracts
 7. Quarterly update of OPT-IN Client List
 8. Keep the legal information updated on GMJ Intranet
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スキル・資格

- Law degree or similar level of education, or working experience in legal service
 - 3 year+ working experience in the advertising industry as a client service representative.
 - Punctual, precise, and having a positive attitude;
 - Ability to resolve the issues and persuade the others in a fair and logical approach
 - Exceptional communication skill in writing and speaking, both in Japanese and English;
 - Excellent PC Skill (Word, Powerpoint)
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会社説明