



## Legal Assistant / Paralegal at Global Law firm

**Elite global law firm!**

## 募集職種

人材紹介会社

ALBERTO株式会社

求人ID

1523977

業種

法律事務所

会社の種類

中小企業 (従業員300名以下) - 外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 1000万円

更新日

2025年04月11日 03:00

## 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

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

- Drafting and reviewing legal documents, including pleadings, motions, briefs, and correspondence
- Organizing, scanning, and cataloging legal records
- Filing legal documents with courts or relevant public institutions
- Reviewing newly received cases daily and preparing concise summaries
- Gaining in-depth expertise in matter flow processes
- Monitoring case progress and keeping records up to date
- Creating and managing databases, charts, graphs, and tables for data analysis
- Recording daily time entries for completed tasks
- Conducting legal research as required

For further information please contact Ai directly and in confidence at ai@alberto-recruitment.com

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## スキル・資格

- A bachelor's degree is required, preferably in law or a related field
- Prior experience in a law firm or professional services environment is essential
- Strong analytical and documentation abilities in corporate or financial legal matters, supported by a solid grasp of fundamental legal principles
- Native-level proficiency in Japanese, with business-level fluency in both written and spoken English
- Excellent communication and interpersonal skills
- Capable of working independently with strong initiative, curiosity, and a problem-solving mindset, while also being a collaborative team player
- Proficiency in Microsoft applications
- Strong ability to manage multiple tasks, prioritize effectively, and perform under time constraints
- Willingness and capability to work extended hours when required
- Possession of an Administrative Scrivener or Judicial Scrivener qualification is an advantage

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## 会社説明