



PR/117860 | Secretary (Japanese Speaking)

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント イギリス

求人ID

1531189

業種

法律事務所

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2025年04月08日 10:47

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

ビジネス会話レベル

最終学歴

短大卒：準学士号

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

Position: Legal Secretary (Japanese Speaking)

Location: London (Office base)

Salary: around GBP 30K (Negotiable)

Responsibilities:

Secretary & Admin Duties

- Meeting room booking & Schedule coordination
- Setting up projectors, screens, monitors, etc
- Printing and filing of documents as instructed by lawyers
- Receiving and taking emergency calls to lawyers
- International telephone requests from visitors
- Invoicing, managing expenses
- Arranging restaurants for clients, tickets and hotels
- Other admin duties and managing the office/facilities
- File documents in a binder and label them according to the manual so that the contents can be identified

- Website publication (articles, books, seminars, awards, case information, etc.)
- Arrangements for congratulatory telegrams, flowers and gifts for clients' inaugurations/retirements

Law Related Duties:

- Conflict search (check for internal conflicts regarding the case)
- Litigation (3E)
- Client registration
- Proofreading of case documents (= called proofs) as instructed by lawyers
- Document translation
- Advisory fees, directors' remuneration and secondment compensation reimbursement
- Billing for start-up fees, deposits, court deposits, court prepayments and insolvency cases
- Processing of outsourcing fees.
- Handling of unclaimed expenses
- Domestic & Overseas remittances
- Court-appointed defence correspondence

Requirements:

- Japanese full fluency, English Business level
- Previous experienced in law firms
- Has right to work in UK
- Accurate, co-operative and resourceful person

#LI-JACUK

会社説明