



Corporate Governance position for a Global Gaishikei Company

Flexible work hours, great location

募集職種

人材紹介会社

ALBERTO株式会社

求人ID

1531951

業種

医療機器

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

雇用形態

正社員

勤務地

東京都 23区, 新宿区

給与

500万円 ~ 1000万円

更新日

2025年04月09日 12:17

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 (英語使用比率: 25%程度)

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

The company is looking for a motivated professional who will be in charge of all corporate governance and compliance affairs for the company. As a member of the corporate governance team, you will support the development of a strong and effective governance framework, ensuring it aligns with the company's policies and objectives.

The tasks will include:

- Provide legal guidance, including reviewing meeting minutes, offering consultations, and training on company laws to affiliated companies

- Manage stock practices, including dividends and shareholder registry, with internal and external partners

- Prepare governance-related reports, including securities and corporate governance reports
 - Work with departments to review and update internal control policies in line with the Companies Act
 - Ensure smooth conduct of shareholder meetings, complying with laws and industry practices, and collaborate on preparing legal documents
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スキル・資格

The candidate is expected to be Fluent in Japanese and Business level English. The desired candidate will show a willingness to improve their English communication skills (primarily for email correspondence upon joining the company, with future opportunities to engage in speaking and listening at global conferences)

Also:

- Graduate of a law school or law school in Japan or a major foreign country
 - Have 2 to 5 years of practical experience in corporate law (experience working at a foreign company or law firm is preferred)
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会社説明