



## Legal secretary for international law firm Exclusive job

### Global environment

#### Job Information

**Recruiter**

en world Japan K.K

**Hiring Company**

International law firm

**Job ID**

1231269

**Job Type**

Contract

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 6 million yen

**Refreshed**

January 26th, 2026 01:00

#### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

Managing schedules and making appointments / travel arrangements for a team of lawyers  
Preparing and processing expense reports  
Creating, amending, formatting documents and presentations  
Preparing and supporting client events  
Preparing complex monthly invoices involving liaising with other offices in order to meet the deadline  
Other related tasks to invoicing and billing

#### Required Skills

Excellent communication skills in oral and written native Japanese and fluent English (TOEIC 850+)  
Advanced Outlook, Word, Excel and PowerPoint skills  
Good with numbers and details  
Team player and flexible attitude  
Able to work independently

Able to work under pressure  
Able to do overtime as required  
Able to prioritise

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## Company Description

### **About en world**

en world is a group of recruiting consultancies specialising in professional and managerial roles. Operating from 7 countries, we support global companies' recruitment needs through our Asia Pacific network.

### **About en world Japan**

en world Japan supports globally-renowned international and Japanese companies to hire professionals and managers. Our recruitment consultants specialise across both function and industry resulting in deep market knowledge and focused search results.

en world Japan was founded in 1999, operating as Wall Street Associates and specialising in financial services recruiting. We expanded our coverage and service in response to our customer needs. In 2010 we became a group company of en-japan inc., a leading internet-based provider of recruitment services in Japan.

en world Japan K.K.

<http://enworld.com/jp-en>

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