



Looking administrative assistant and paralegal candidates

Global Law & patent firm (5 positions)

Job Information

Recruiter

[SK Global Co Ltd](#)

Hiring Company

leading global Law & IP firm

Job ID

1244597

Division

legal

Industry

Legal

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Japan

Salary

4.5 million yen ~ 8 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

9:00 ~ 17:00

Refreshed

April 16th, 2024 03:00

General Requirements

Minimum Experience Level

Over 1 year

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

We are looking administrative assistant and paralegal candidate in Tokyo

International Law firm is hiring

We are seeking team players who communicate well,

and are able to respond flexibly in a fast-paced environment and when dealing with an expanding and changing field. The ability to perform detailed work quickly and accurately is also essential.

We believe that the individuals most likely to feel comfortable on the team will be those of age 40's or younger.

While the gender of the candidate is not important, as discussed above, we seek individuals who can work closely with both attorneys and other staff members and, in particular, deal with busy seasons.

Estimated Annual Salary Range:

While the salary will vary based on such things as experience and qualifications, we expect the salary range to be between 4.5 million yen and 7.5million yen. (including various allowances)

Please let me know if you are interested We are able to arrange a zoom interview

Required Skills

Requirements:

- ・ A graduate of a four-year university, at minimum. (Any department or major is acceptable.)
- ・ PC skills are essential (Word, Excel, PowerPoint)
- ・ While not required, experience in crisis management, including fraud investigations, and experience working in investigative organizations are highly valued.
- ・ We also welcome candidates who are certified fraud examiners, even they have no practical experience.
- ・ Our selection of candidates will be based upon a comprehensive assessment of personality, experience, ability, and aptitude.

Company Description

転職をご希望の方

当社登録のメリット

人材紹介会社（転職エージェント）とは、厚生労働大臣の認可を受けた民間の職業紹介会社です。転職支援サービスとは、正社員や契約社員の直接雇用の転職を希望する方と、採用をお考えの企業との間を、キャリアコンサルタントが仲介するサービスです。現在では、転職活動における選択肢の一つとして、多くの方に利用されています。

転職成功者の声

30歳男性（弁理士）

どんな求人検索サイトにも、営業求人はたくさん掲載されています。でも、いまいちピンとこない。売上げ額やたった数行の仕事情報では、自分にマッチしているか分からないのです。LJS（リーガル・ジョブ・シーカー）に登録して良かったのは、その企業の『質』が自分に合っているかを見極めて紹介してくれること。

「仕事の内容や進め方、社風、直属の上司になる方の人柄がこうだから、●●さんにマッチすると思います」と求人を紹介してもらえたとき、さすが業界専門の人材紹介会社だと思いました。

もしあのとき、LJS（リーガル・ジョブ・シーカー）を利用していなければ、やみくもに企業を受けて最初にもらえた内定に飛びつくような、無計画な転職をしていたと思います。