



Retail Auditor / Local Legal Operation

スイスの人気時計ブランド Swatch

Job Information

Hiring Company

The Swatch Group (Japan) KK

Job ID

1457318

Division

Finance Controlling

Industry

Apparel, Fashion

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Train Description

Ginza Line, Ginza Station

Salary

Negotiable, based on experience ~ 8.5 million yen

Refreshed

May 27th, 2026 06:00

General Requirements

Minimum Experience Level

Over 6 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

◆ Key Tasks

Mainly to own controlling Senior Staff in charge of following tasks

- Internal Control / Process intervention (incl. Internal Store Auditing)
- Training conduction to BTQ staff members in Group Store Operation / Regulations
- Guidance to BTQ staff members in change of legal requirement / operation (e.g. restriction of deal with Russian per Ministry of Foreign Affairs of Japan / Legal update on Duty Free operations)

In addition, to own local legal operation

- As bridge HQ Legal department / External corporate lawyers & local brand teams in business need.

(e.g. trade contract / vendor & agency contract / responding to consumer & end user questions.)

- Review & Maintain local legal documents

◆ **Contract / Salary**

【Contract】 Full Time Employee * (probation period 3 months)

*during probation period, equal condition to Full Time Employment

【Salary】 ~ 8.5M M JPY (divided by 12 for a monthly)

【Commutation】 every 6 months commutation fee

(for the path company recognize as reasonable)

【Working hour per day】 7.5 hrs./day (9:30-18:00)

【Break】 60 min (12:30 - 13:30)

【Holiday/Vacation】

- 2days off every week (Sat/Sun & Holidays)
- Paid Vacation*max 15days & special leaves for wedding / funerals (max 20 days / year)
- Summer Vacation 3days (Jun ~ Sep)
- Year End vacation

◆ **Benefit / Training**

- Social Insurance / Pension (Health Insurance、 Pension、 Employee Insurance)
- Income insurance (GLTD)、 International Travel Insurance (in Business Trip case)
- Hospital support 7,000 JPY/day (Max. 90 days)
- Training (support for language、 e-learning、 certification)
- Staff Sales program

Required Skills

◆ **Skill / Experience**

- 5+ Yrs. Experience of Corporate Legal

(Ideally, experienced business operation for B-to-C business / dealing with contracts for external agencies & vendors. Moreover, experience in contracts for rent & real estate is counted as A+)

- General Understanding in Corporate Legal
- English (Business Level)
- PC skill (Microsoft applications at min.)
- Ideally experience in Internal Control

◆ **Selection**

Interviews x2 ~ x3 + Web Test

Company Description