



LEGAL-Contract Management (Associate Manager) - Corporate

Job Information

Recruiter

[Hire Pundit Japan Corporation](#)

Job ID

1470338

Industry

IT Consulting

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

3 million yen ~ 5 million yen

Refreshed

May 10th, 2024 14:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Legal review of related contracts for service provision, procurement, partnership, etc. for clients/projects (including consideration based on legal perspectives, internal policies, commercial conditions, and risk analysis in service provision)
- Consideration of risk management and mitigation measures that take into account the structure and operation of contracts at the proposal stage for business negotiations, including new projects.
- Support or execution of negotiation of conditions with clients/cooperating companies, etc. and collaboration/coordination with related departments within the company for the conclusion of related contracts.
- Disseminate contract terms to project members of each related contract and consider, support, or implement each management rule (document management rules, operational rules for contract changes, etc.)
- Consideration and advice on risk reduction measures, or implementation and promotion of the measures themselves, for issues that arise during the continuous service provision and team management of the project (including not only receiving

inquiries but also discovering and pointing out)

Required Skills

◆ Application requirements

[Recruitment of experienced personnel]

- Knowledge of contract law and related laws and regulations or 3 or more years of experience dealing with contracts (including not only work experience in the legal department, but also experience negotiating intercompany transactions in areas such as sales and procurement project management work).)

- Business-level English proficiency (estimate: TOEIC score of 650 or higher; if you have not taken the exam, you must have a history of using English at work or as a student)

- Japanese native level

[Second new graduate recruitment]

- Japanese native level

- More than 1 year of working experience but less than 4 years

- English proficiency (estimate: TOEIC score of 500 or higher. If you have not taken the exam, you must be comfortable with English and have a desire to improve your English proficiency)

◆ Desired experience/skills

[common]

- People who have the perspective to see things from a bird's-eye view

- People who have an awareness of business improvement and problem solving

- Experience or attitude of working with the whole team in mind

- Ability to process paperwork with speed

- Willingness and sense of responsibility to actively learn and respond to change

- Communication skills and interpersonal relationship building skills that enable negotiation and coordination among related parties

- People who have the desire to grow while leveraging their own skills

- Able to seek feedback and receive it constructively

- Those who are willing to accept new opportunities and changes and are willing to grow.

[Recruitment of experienced personnel]

- Negotiation skills and experience for concluding contracts, etc.

- Experience in the IT industry or consulting services industry

Company Description