



外資系企業 法務部

英語を生かしたお仕事！幅広い年齢層の方々が活躍されています。

Job Information

Temp Agency

Randstad K.K., Professionals

Job ID

1471093

Industry

Other (Advertising, PR, Media)

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Temporary

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Ginza Line, Tameike Sanno Station

Salary

8 million yen ~ Negotiable, based on experience

Hourly Rate

5000円

Work Hours

10 : 00 - 18:00

Holidays

土日祝、年末年始休暇、夏季休暇

Refreshed

October 7th, 2024 02:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 75%)

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

- Manage and archive all legal documents
 - Draft and endorse all company agreements
 - Point of contact with all third-party legal firms
 - Review and endorse all legal documentation
 - Develop legal documents for company use
 - Manage and track all agreements
 - Manage and track all company IP's
 - Registration of company properties
 - Legal assistance and advise for all departments when needed
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Required Skills

Work Experience

- Minimum 2-3 years of experience in similar role
 - Experience in intellectual property law (REQUIRED).
 - Experience in media companies (REQUIRED).
 - Experience in entertainment field (REQUIRED)
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Company Description