



## Contract reviewer at foreign company / 外資系企業 コントラクトレビューワー

**Multi national environment!**

### Job Information

**Recruiter**

ALBERTO K.K.

**Job ID**

1514834

**Industry**

Recruitment Agency

**Company Type**

International Company

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 7 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Work Hours**

9:00-18:00

**Holidays**

土日祝日、年末年始、有給休暇 他

**Refreshed**

December 26th, 2025 13:01

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 50%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

Contract Review and Advice

## Contract Review and Approval

- Responsible for managing the review, negotiation and approval
- Obtain background information to assist in the contract review and/or approval process
- Ensure all TOB variations and client template agreements comply with company policies and are escalated to the APAC Legal Team
- Advise regarding the issues related to TOBs in accordance with company policies and in line with the relevant laws and regulations
- Provide administrative support to employee when negotiating TOBs

---

## Required Skills

- 1年以上のコントラクトレビュー経験、もしくは法律事務所でのパラリーガル経験
- ビジネスレベルの英語力 (Speaking, Listening, Reading, Writing)
- PCスキル (Excel、Wordを標準レベルで使用できるスキル)
- 卒業学部は問いません。法学バックグラウンドの方は尚可です
- Customer service attitude
- Exceptional organisational and time management skills

もし少しでもご興味・ご質問がございましたら、担当の綿引（080-4462-7881、[ai.watahiki@alberto-recruitment.com](mailto:ai.watahiki@alberto-recruitment.com)）までお気軽にご連絡くださいませ。

For further details and a confidential discussion, please contact Ai directly on 080-4462-7881 or at [ai.watahiki@alberto-recruitment.com](mailto:ai.watahiki@alberto-recruitment.com)

---

## Company Description