



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

January 9th, 2026 10:01

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）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

Company Description