



Legal Contract Specialist

Job Information

Hiring Company[GroupM Japan K.K.](#)**Job ID**

1516773

Industry

Advertising, PR

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6 million yen

Refreshed

May 27th, 2025 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

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

Overview of the role

Legal Specialist will help GroupM and Agency team conclude contracts with both Clients and Vendors, and make sure company's transactions comply with laws and regulations as well as company internal policies with advise and guidance by a supervisor

Successful Legal Specialist will become a candidate for a legal manager.

Key responsibilities

1. Draft or assist in the drafting of contracts and legal documents for the final review of a supervisor
2. Help handle corporate legal matters such as general shareholder meeting.
3. Perform administrative duties to assist legal operations.
4. Liaise with Regional and Global legal networks/resources,
5. Provide legal information to GroupM / Agency team upon request.
6. Follow up instructions given by a supervisor

Regular duties & schedule

1. Local legal team meeting once a week (it can be either offline or on line)
2. Regional legal team meeting once a month (on line)

Effective ways of working

1. Collaborate with and support other team members
2. Build strong working relationships with the Trading Team as well as other GroupM and Agency teams
3. Always try to apply fair and logical thinking to the issues rather than wishful thinking
4. Global legal team meeting once a month (on line)
5. Weekly update of job list
6. Monthly update of outsourced human resource contracts
7. Quarterly update of OPT-IN Client List
8. Keep the legal information updated on GMJ Intranet

Required Skills

- Law degree or similar level of education, or working experience in legal service
- 3 year+ working experience in the advertising industry as a client service representative.
- Punctual, precise, and having a positive attitude;
- Ability to resolve the issues and persuade the others in a fair and logical approach
- Exceptional communication skill in writing and speaking, both in Japanese and English;
- Excellent PC Skill (Word, Powerpoint)

Company Description