



## Legal specialist at Global Optics Company

**Flexible work hours, great location**

### Job Information

**Recruiter**

ALBERTO K.K.

**Job ID**

1531951

**Industry**

Medical Device

**Company Type**

Large Company (more than 300 employees) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Shinjuku-ku

**Salary**

6 million yen ~ 10 million yen

**Refreshed**

June 18th, 2025 12:01

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 10%)

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

The company is looking for a motivated professional who will be in charge of all corporate governance and compliance affairs for the company. As a member of the corporate governance team, you will support the development of a strong and effective governance framework, ensuring it aligns with the company's policies and objectives.

The tasks will include:

- Provide legal guidance, including reviewing meeting minutes, offering consultations, and training on company laws to affiliated companies
- Prepare governance-related reports, including securities and corporate governance reports

- Work with departments to review and update internal control policies in line with the Companies Act
  - Ensure smooth conduct of shareholder meetings, complying with laws and industry practices, and collaborate on preparing legal documents
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## Required Skills

The candidate is expected to be Fluent in Japanese and Business level English. The desired candidate will show a willingness to improve their English communication skills (primarily for email correspondence upon joining the company, with future opportunities to engage in speaking and listening at global conferences)

Also:

- Graduate of a law school or law school in Japan or a major foreign country
  - Have 2 to 5 years of practical experience in corporate law (experience working at a foreign company or law firm is preferred)
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## Company Description