

「プロだからわかる、あなたのスキルが活躍の場所」  
60以上の業界・職種に特化した専門チームがサポート

Robert—  
Walters

## 【英語を活かす】法律行政/ Legal Administration

金融サービス会社にて、法律行政の求人がございます。

### Job Information

**Recruiter**

Robert Walters Japan (ロバート・ウォルターズ)

**Hiring Company**

金融サービス会社

**Job ID**

1539425

**Industry**

Asset Management

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

13 million yen

**Work Hours**

お問い合わせください

**Holidays**

完全週休2日制, 土日祝日休み, 有給休暇

**Refreshed**

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### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

A global financial services company is hiring a Legal, Asset Management Private Company Secretary/Paralegal. The selected candidate will handle legal administration and corporate secretarial tasks for multiple investment vehicles.

An award-winning financial services firm with a long history of successful operations. They offer a wide range of investment management services for clients around the world.

**Keywords:**

法律,法務,コンプライアンス, 法律. 求人, 外資系

Job Ref: SGHBDL

**Responsibilities:**

- Provide legal and administrative support across real estate, credit, and corporate equity sleeves
- Prepare and manage documents for entity incorporation, changes, and liquidation
- Coordinate corporate secretarial tasks to ensure legal compliance for investment vehicles
- Organise and document mandatory committee meetings and regulatory filings
- Manage updates to corporate registries for over 100 legal entities
- Assist with real estate deal closings in coordination with external partners

**Requirements:**

- Professional level Japanese and English

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**Company Description**

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.