



【業界未経験可◎】 外資系法律事務所 弁護士秘書 Legal Secretary - Global Law Firm

弁護士秘書未経験可能！英語を活かしたキャリアを目指しませんか？

#### Job Information

**Recruiter**

ALBERTO K.K.

**Job ID**

1539521

**Industry**

Legal

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Job Type**

Contract

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 7 million yen

**Work Hours**

実働7時間

**Holidays**

土日祝日、

**Refreshed**

July 25th, 2025 21:00

#### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

外資系法律事務所にて弁護士秘書を募集します。

ビジネスレベル以上の英語力をお持ちで、秘書・アドミ・サポート業務経験などお有りの方であれば、弁護士秘書経験は問いません。

オフィス勤務がメインとなりますが、残業はほぼ無く、ワークライフバランスの整った事務所です。

都内一等地にございますので、通勤のアクセスにも困りません。

グローバルな環境で英語を活かした専門性のあるキャリアを築いてみませんか？ご興味をお持ちでしたら、お気軽に担当の綿引（080-4462-7881 / ai@alberto-recruitment.com）までお問合せくださいませ。

Our client, Tier 1 international law firm is looking for a legal secretary who will support a Partner and team in their Japan office. You will be in charge of the following responsibilities.

- Coordinate and keep close relationships with stakeholders
- Manage invoicing, schedule meetings, and participate in firm initiatives
- Handle administrative tasks and other ad-hoc activities

Some strong points of this role include:

- Friendly working environment and no overtime
- Opportunity to use your English skills
- Work with top-class lawyers and grow your career further
- Good office location in central Tokyo

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## Required Skills

- Working experience as support, admin, and secretary
- Excellent organizational skills and proficiency using MS Office
- Fluent in Japanese and business English skills
- Strong attention to detail and proactive mindset

For further details and a confidential discussion, please contact Ai directly at ai.watahiki@alberto-recruitment.com

080-4462-7881 (direct)

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## Company Description