

MichaelPage

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【Legal Assistant】 E-Commerce**【Legal Assistant】 E-Commerce****Job Information****Recruiter**

Michael Page

Job ID

1543081

Industry

Internet, Web Services

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 9 million yen

Refreshed

May 29th, 2025 18:04

General Requirements**Career Level**

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

Join a high-performing legal team supporting business operations across Japan. You'll provide essential support to legal professionals while developing your skills in a fast-paced, international workplace.

Client Details

A global leader in technology with a strong presence in Japan. They offer a flexible work environment focused on productivity and work-life balance. You'll be part of a collaborative legal department that values initiative, creativity, and continuous improvement. The team is led by a senior legal professional with deep industry experience, and they work closely with both internal stakeholders and international partners.

Description

- Coordinate contract administration processes and legal documentation
- Support government filings and legal proceedings
- Draft correspondence and assist in document review
- Introduce and help implement new tools, including AI-based solutions
- Lead simplification and automation initiatives
- Manage general administrative duties such as scheduling, filing, and budget tracking

- Collaborate with internal stakeholders and external counsel

Job Offer

- Work closely with experienced lawyers in a global tech setting
- Full flex working style
- Work in a bilingual setting
- Utilize English communication

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

Required Skills

- Prior experience as a legal assistant, paralegal, or admin role.
- Bilingual in Japanese and English (business level or above)
- Skilled in MS Office tools (Word, Excel, Outlook)
- Strong organizational skills and ability to multitask
- Works well independently and proactively under tight deadlines
- High attention to detail, professionalism, and confidentiality

Company Description

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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