



## Legal Staff

### Job Information

**Recruiter**

ALBERTO K.K.

**Hiring Company**

Global Electronics and Tech Company

**Job ID**

1543849

**Industry**

Electronics, Semiconductor

**Company Type**

Large Company (more than 300 employees) - International Company

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Shibuya-ku

**Salary**

5 million yen ~ Negotiable, based on experience

**Refreshed**

July 21st, 2025 01:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Entry Level

**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

Our client is looking for a capable early-career legal professional to join their growing Japan legal team. The role includes handling contract work such as drafting, reviewing, analyzing, and managing basic agreements and other legal documents. The ideal candidate should have a good understanding of legal principles and general industry practices, and be confident in carrying out legal tasks. They will work mostly independently and be expected to use good judgment. The role involves supporting a variety of projects and deciding on the best approach based on company policies and past examples.

### Main Responsibilities:

- Prepares, reviews, and helps negotiate basic contracts to make sure they meet business needs and follow company policies and legal rules
  - Works with different people—both inside and outside the company—such as business leaders, suppliers, customers, and contractors to create or update contracts
  - Supports global business by helping with contracts and communication between different regions
  - Identifies what each contract needs and looks for possible risks; helps solve problems during contract discussions
  - Handles other general administrative tasks as needed
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## Required Skills

- 1+ year of work experience as a paralegal or in the legal-related field
  - Bachelor's degree or equivalent experience from which comparable knowledge and job skills can be obtained
  - Business level of English in reading, writing and communicating is required
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## Company Description