



【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

1545010

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

July 16th, 2025 03:00

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

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.