ZeLo

【Work in Japan – No Japanese Required】 Attorney

Job Information

Hiring Company
ZeLo

Job ID
1545594

Division
International Legal Division

Industry
Legal

Company Type
Small/Medium Company (300 employees or less)

Job Type
Freelance

Location
Tokyo - 23 Wards, Koto-ku

Train Description
Yurakucho Line Station

Salary
12 million yen ~ 25 million yen

Work Hours
Generally 8 hours per weekday, based on individual discretion.

Holidays
Weekends and national holidays are off in principle.

Refreshed
November 26th, 2026 08:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Position Overview & Key Attractions

- Opportunity to work on a broad range of cases, primarily focused on international matters

- Exposure to both domestic and international legal work
- Work alongside attorneys with extensive experience in international law, including foreign-licensed lawyers and international firms
- Broad client base: both domestic and international, from large corporations to startups
- Play a key role in both inbound and outbound legal matters
- Leverage your English skills and international interests directly in your legal practice

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Job Description

Experienced Attorney (International Legal Division)

- General corporate legal affairs
- Handling overseas and English-language matters
- Collaboration with foreign attorneys
- English support for legal matters related to client companies, etc.

Assigned Department: International Legal Division

- Composed of 5 attorneys and 1 paralegal.
- Works primarily on international cases in collaboration with other departments.
- Supportive, communicative team environment allowing attorneys to focus on their work with confidence.

Selection Process

1. Casual interview (online)
2. First formal interview (online)
3. Final interview (in-person)
4. Offer

Note: Interview format or number of stages may vary depending on the situation.

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Employment Type

- Legal associate under service contract

Compensation

- Annual income: ¥12M – ¥25M
  To be determined based on experience and qualifications
  Private clients are not permitted. All cases are handled as part of the firm's assignments and reflected in performance-based bonuses and raises.

Salary Increases: Once annually

Bonus: Once annually (performance-based)

Location

ZeLo, 3-2-24 Toyosu, Koto-ku, Tokyo

- 1-minute walk from Toyosu Station (Exit 1c), Tokyo Metro Yurakucho Line
- 6-minute walk from Toyosu Station, Yurikamome Line

Working Hours

- Generally 8 hours per weekday, based on individual discretion
  Flexible options available with adjusted compensation for reduced hours.

Days Off / Leave

- Weekends and national holidays are off in principle
  As a freelance contract, work schedules are subject to individual discretion.
  Applicants preferring no time restrictions are also welcome.
  Possibility to shift workload to weekends if preferred. Some weekend work may be required depending on circumstances.

Leave:

- 10 days per 12-month period (dates coordinated within team)
- Year-end/New Year holidays (~5 days depending on calendar)
- Bereavement leave
- Special leave

Benefits

- Casual dress code
- Free drinks (tea, coffee, water, etc.)
- On-site sale of snacks, lunches, and sweets
- Condolence and celebration payments
- Health checkups
- Equipment expense support (for creating optimal work environment)
- Skill development support (e.g., book purchases, seminar attendance, study abroad support per internal policy)
- Social engagement support (e.g., welcome parties, monthly shuffle lunches [optional], team celebrations)

Work Environment

- Office located on the 10th floor of a high-rise with excellent views
- On-site cafés, restaurants, convenience stores, and drugstores make the location highly convenient
- Smoking area: Indoor smoking permitted in designated areas

Required Skills

Required Qualifications

- **Work Experience:** Minimum 3 years
- **Career Level:** Mid-level professional
- **English Level:** Business proficiency
- **Japanese Level:** Not required (but must be licensed to practice in Japan)
- **Education:** Bachelor's degree or higher
- **Visa:** Must be eligible to work in Japan

Skills & Licenses:

- Licensed attorney
- Minimum 2 years of practical experience in corporate legal affairs at a corporate law firm or foreign company (in-house)
- Practical experience using English in work, with relevant English qualifications