



外資法律事務所 パラリーガル／Paralegal at Global law firm

Job Information

Recruiter

ALBERTO K.K.

Job ID

1555100

Industry

Legal

Company Type

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

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 9 million yen

Refreshed

August 14th, 2025 11:12

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Draft, proofread, and file legal documents, and manage related correspondence with courts and institutions.
- Maintain and organize case files and databases, tracking progress and ensuring accuracy.
- Conduct legal research, prepare case summaries, and record billable activities for reporting.

※細かい業務内容については面談にてご説明をさせていただきます。

Required Skills

- Bachelor's degree required (law degree, or related)
- Related work experience within a law firm or professional services
- Native level Japanese and business level English

■Administrative Scrivener or Judicial Scrivener qualification a plus

※在宅勤務は週2程度（業務状況により変動）

もしご興味をお持ちいただけましたら、担当者 綿引（ワタヒキ）
（080-4462-7881, ai@alberto-recruitment.com）までお気軽にご連絡くださいませ。
この他にも、貴方様のご経験とご希望に合った案件をご提案させていただきます。

Company Description