外資系法律事務所　秘書 / Legal Secretary at global law firm

少数精鋭、英語の使用度が高いポジションです

Job Information

Recruiter
ALBERTO K.K.

Job ID
1555101

Industry
Legal

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

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
5 million yen ~ 7 million yen

Work Hours
10:00-18:00

Holidays
土日祝日、年末年始、有給休暇　他

Refreshed
November 19th, 2026 05:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

- Produce, amend, format, and present documents accurately and in-house style; handle photocopying, scanning, printing, filing, archiving, and inventory management.
- Provide full administrative and secretarial support to fee earners, including diary management, meeting preparation, travel arrangements, expense claims, billing tasks, and maintaining client databases.

- Assist with reception duties such as greeting guests, serving refreshments, receiving/delivering courier items, arranging visitor logistics, and maintaining office and pantry facilities.
- Coordinate with internal teams (e.g., Asia IT) to resolve technical issues, set up devices, and support office systems.
- Collaborate with the secretarial team, provide cover when needed, and perform other ad-hoc duties as requested by the Office Manager.

日本語 / 英語、どちらの業務も発生します。日本語ネイティブレベル＆英語ビジネスレベル以上の方に良いポジションです◎

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Required Skills

- Proven administrative and secretarial skills, preferably with experience in domestic/international law firms or global professional firm, and proficiency in Japanese and English communication.
- Strong organizational and multitasking abilities, with flexibility to handle changing priorities and support requests from fee earners and management.
- Proficient in MS Office applications, a collaborative team player with a proactive, polite, and approachable attitude.

ご興味・ご質問がございましたら、担当の綿引（080-4462-7881、ai@alberto-recruitment.com）までお気軽にご連絡くださいませ。

For further details and a confidential discussion, please contact Ai directly on 080-4462-7881 or at ai@alberto-recruitment.com

Company Description