



Inhouse Paralegal at growing energy company

企業内パラリーガルという稀有なポジションです！

Job Information

Recruiter

ALBERTO K.K.

Job ID

1561010

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 10 million yen

Work Hours

9:15-17:30

Holidays

土日祝日

Refreshed

October 7th, 2025 17:59

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Key Responsibilities:

Corporate Documents: prepare, maintain and update corporate records and statutory documents for company and/or project companies.

Coordination: liaise with compliance team members, asset management team, external legal experts and/or authorized signatories - domestically and internationally - to prepare, review, and file corporate documents.

Regulatory Filing: Assist with the preparation and submission of filings required by regulatory authorities, coordinating with

business units, management, and external advisors to ensure compliance;

Legal/Regulatory Research: conduct preliminary research on regulatory requirements relevant to company's business operations and compliance framework;

General: Provide administrative assistance to the Head of Legal and other departments, including internal filings and related tasks on an ad hoc basis.

※主にオフィス勤務となります。

Required Skills

- Bachelor's degree in Law or related field is preferred
- 5+ years of experience in paralegal or company secretarial role
- Familiarity with Japanese Companies Act and related regulations (experience with other regulatory filings or legal research is an advantage)
- Excellent communication, drafting skills
- Business-level proficiency in English and Fluent Japanese

ご興味・ご質問がありましたら、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