

## 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

November 18th, 2025 01:00

## 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 comapnie'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