Legal Staff at Intl Entertainment Company

Global company, career step

Job Information

Recruiter
ALBERTO K.K.

Hiring Company
Global Entertainment Company

Job ID
1564483

Industry
Amusement, Entertainment

Company Type
Large Company (more than 300 employees) - International Company

Job Type
Contract

Location
Tokyo - 23 Wards, Minato-ku

Salary
5 million yen ~ 9 million yen

Salary Bonuses
Bonuses paid on top of indicated salary.

Refreshed
November 18th, 2026 02:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Our client, a global entertainment company is looking for a Legal Staff member to join its small, friendly legal team in Tokyo.

This role offers the chance to work in an international environment, handle English-language contracts, and support cross-border business. You'll work closely with colleagues and gain valuable experience in the global entertainment industry.

It's a great opportunity for someone who wants to grow their legal career with a well-known international brand in a creative,

global setting.

Main Tasks

Provide legal advice to business divisions
Contract and document management (system administration, data entry, stamping, filing, etc.)
Draft, review and translate contracts and other documents (Japanese-to-English translation)
Research relevant laws, regulations, and case precedents
Compliance support
Conduct training sessions

事業部門への法的助言
契約書・書類の管理（システム管理、システム入力、押印、ファイリング等）
契約書等書類のドラフト、レビュー及び翻訳（和訳及び英訳）
関連法令、判例等のリサーチ
コンプライアンスサポート（下請法、景表法等）
研修の実施（研修資料作成、研修実施）

Required Skills

1-3 years' experience in legal affairs roles (legal practitioners, paralegals, etc.) at a law firm or corporate legal department
English proficiency (TOEIC score of 800 or above)
Degree in Japanese law preferred

法律事務所又は事業会社の法務関連業務（法務実務担当者、パラリーガル等）の経験が5年程度ある方
コミュニケーション能力（日本語・英語）
英語力（TOEIC 800以上）
日本の法律に関する学位（尚可）

Company Description