



## 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**

April 22nd, 2026 06:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**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）

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## 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）

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## Company Description