



## GEM Executive - Exciting Career in Global Entity Management!

**Work flex time with a global company**

### Job Information

#### Recruiter

[Cornerstone Recruitment Japan K.K.](#)

#### Hiring Company

Cornerstone Recruitment Japan

#### Job ID

1564496

#### Industry

Legal

#### Company Type

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

#### Non-Japanese Ratio

Majority Japanese

#### Job Type

Temporary

#### Location

Tokyo - 23 Wards, Chiyoda-ku

#### Train Description

Ginza Line, Toranomom Station

#### Salary

Negotiable, based on experience

#### Work Hours

7.5 hours (flex time: as early as 9:00 and as late as 11:00 am)

#### Holidays

Weekends and Holidays off

#### Refreshed

May 6th, 2026 01:00

### General Requirements

#### Minimum Experience Level

Over 1 year

#### Career Level

Entry Level

#### Minimum English Level

Daily Conversation (Amount Used: English usage about 25%)

#### Minimum Japanese Level

Native

#### Other Language

Chinese (Mandarin) - Daily Conversation

#### Minimum Education Level

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

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**Job Description**

Job Title: Executive – Global Entity Management

Location: Tokyo

Are you detail-oriented and eager to grow your career in a global business environment?

As a Global Entity Management Associate, you'll play an important role in supporting the governance and compliance of our international legal entities. This is a hands-on position where you'll learn the fundamentals of corporate administration, legal documentation, and cross-border operations while collaborating with experienced professionals who will guide you every step of the way.

**What You'll Do:**

- Support contract preparation, stamping, and delivery
  - Assist with bank account documentation and coordination with financial institutions
  - Handle statutory filings with the Legal Affairs Bureau and other authorities
  - Prepare corporate documents based on the Companies Act (using templates)
  - Manage data entry, filing, labeling, and general administrative tasks
  - Check documents for accuracy and consistency
  - Communicate with internal teams and external partners
  - Provide ad-hoc and ongoing support to the Global Entity Management team
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**Required Skills**

- Proficiency in English (reading and writing required; speaking/listening a plus)
  - Basic PC skills (Microsoft Word, Excel, PowerPoint)
  - Strong attention to detail and willingness to learn new processes
  - Collaborative mindset and open communication style — you're not afraid to ask questions
  - At least 2 years of administrative experience (experience in general affairs or accounting is a plus)
  - Availability for full-time, in-office work (9:30 AM – 6:00 PM; start and end times negotiable)
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**Company Description**