



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

June 3rd, 2026 02:00

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

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