



## 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, Toranomon Station

**Salary**

3 million yen ~ 4 million yen

**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**

February 11th, 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**