

【英語を活かす】パラリーガル/ Paralegal

グローバル法律事務所にて、パラリーガルの求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

グローバル法律事務所

Job ID

1565768

Industry

Legal

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 8 million yen

Holidays

完全週休2日制, 土日祝日休み, 有給休暇

Refreshed

November 14th, 2025 11:32

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

An international legal services firm is seeking a Paralegal to support case management and specific legal projects. The selected candidate will manage documents, conduct legal research, and ensure smooth execution of various client and internal processes.

A leading global law firm renowned for delivering innovative legal solutions across industries, providing professionals with opportunities to excel in complex and high-profile matters. The firm fosters a dynamic, collaborative environment where ambitious job seekers can grow their careers while contributing to impactful legal work.

Keywords:

パラリーガル, 法務, ケース管理, 文書管理, 法務調査, デューデリジェンス, 商標管理, 求人, 外資系

Job Ref: THZ0WL

Responsibilities:

- Establish, organise, and maintain case and client files
- Manage information manually and electronically

- Coordinate the gathering of information, materials, and documents
- Assist in drafting, proofreading, and editing correspondence, reports, and legal documents
- Conduct online legal and factual research
- Perform due diligence and file audits, including client portfolio and trademark portfolio management
- Update trademark databases and participate in docket meetings
- Complete administrative tasks, including time entry and attendance at firm meetings and seminars
- Undertake additional duties to ensure the smooth operation of the legal team

Requirements:

- Bachelor's degree or above in Law, including Legal Practice Course or Bar Professional Training Course
- 3-5 years of paralegal experience in a comparable role
- Experience in real estate practice, specifically TMK, ALP filing, and GK-TK
- Proficient in MS Office Suite
- Professional level Japanese and English

Preferred requirements:

- Basic knowledge of FileSite, Adobe Reader, InterAction, and Citrix

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.