



Legal Specialist at Global Marketing Brand

Job Information

Recruiter

ALBERTO K.K.

Hiring Company

Global Marketing Brand

Job ID

1565873

Industry

Digital Marketing

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Salary

7 million yen ~ 10 million yen

Refreshed

December 15th, 2025 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Our client is seeking a legal team member to handle contract review, internal compliance, and law-related business improvement initiatives. Working within a small team, you will cover a broad range of responsibilities, including personal data matters, internal controls, and operational process enhancements. The role involves close collaboration with sales and other departments, functioning as a proactive, business-partnering legal resource that supports overall organizational growth. Beyond contract and policy management, you will participate in optimizing processes and creating internal rules, gaining practical, hands-on experience across legal and compliance functions. This position offers strong opportunities to build expertise and develop a career path as a legal and compliance specialist.

Main Duties

- Review various types of contracts, including service agreements, SaaS contracts, and advertising/data-related

agreements

- Handle operational tasks related to the Privacy Mark (P-Mark) and serve as the internal point of contact
- Promote compliance within the company based on internal regulations, laws, and guidelines
- Plan and conduct internal training on legal and compliance matters
- Drive projects to improve and standardize business processes in collaboration with different departments
- Support risk management and internal audit activities
- Note: Duties may change or be added depending on business needs or personnel changes

Required Skills

Required Skills & Qualifications

- Bachelor's degree or equivalent practical experience
- 3+ years' practical experience in corporate legal affairs, compliance, or internal audit
- Experience reviewing and drafting contracts (primarily in Japanese)
- Ability to clearly explain laws and guidelines to internal team members
- Basic PC skills (Word, Excel, PowerPoint)

People Skills

- Team-oriented and able to collaborate in a small-team environment
- Able to communicate smoothly with sales and other departments
- Proactively able to identify issues, organize challenges, and propose solutions
- Flexible and responsible, able to adapt to changes in a fast-paced workplace

Additional Preferred Skills

- Legal qualifications (domestic or overseas)
- Privacy-related certifications such as Privacy Mark or Personal Information Protection Officer
- Internal control certifications such as Internal Audit, CISA, CIA
- Legal experience in SaaS, IT services, or advertising/data-related businesses
- Experience reading and drafting contracts in English

Company Description