



## Legal Specialist at International 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 ~ 12 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Refreshed**

February 9th, 2026 03:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**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
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**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
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**Company Description**