



Legal Secretary - II

Preeminent, global law firm

Job Information

Hiring Company

Ropes & Gray LLP

Job ID

1572080

Division

Secretarial Services

Industry

Legal

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Marunouchi Line Station

Salary

5 million yen ~ 7 million yen

Work Hours

12 : 00~20 : 00 (休憩1時間)

Holidays

完全週休二日制 (土日祝)

Refreshed

February 13th, 2026 00:00

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

Job Title: Legal Secretary - II

Department: Secretarial Services

Reports to: Tokyo Office Manager

Status: Non-Exempt
Date: December 2025

ABOUT ROPES & GRAY:

Ropes & Gray is a preeminent, global law firm. The firm has been ranked in the top-three on The American Lawyer's prestigious "A-List" for seven years and is ranked #1 on Law.com International's "A-List" in the U.K.—rankings that honor the "Best of the Best" firms.

The firm has approximately 2,500 lawyers and professionals serving clients in major centers of business, finance, technology, and government in Boston, Chicago, Dublin, Hong Kong, London, Los Angeles, Milan, New York, Paris, San Francisco, Seoul, Shanghai, Silicon Valley, Singapore, Tokyo and Washington, D.C.

The firm has consistently been recognized for its leading practices in many areas, including asset management, private equity, M&A, finance, real estate, tax, antitrust, life sciences, health care, intellectual property, litigation & enforcement, privacy & cybersecurity, and business restructuring.

Ropes & Gray is an equal opportunity employer.

Become a Legal Executive Assistant (LEA) / Legal Secretary at Ropes & Gray. Why? Because with great responsibilities come great opportunities: to work alongside industry-leading lawyers; to serve as an attorney's right hand and play a vital role managing day-to-day activities; and to join the practice as an integral member of the group, managing the flow of information as you screen, organize and prioritize requests from both internal and external clients.

Being an LEA/Legal Secretary at Ropes & Gray means being challenged and rewarded. It's a role ideal for a self-starter with high energy who can work independently and identify creative solutions to complex business problems.

ESSENTIAL FUNCTIONS:

1. Responsible for document creation and edits in Word, PowerPoint and Excel.
2. Screen and answer incoming telephone calls in a professional manner.
3. Coordinates all administrative details on attorney projects including workflow between clients, timekeepers, and support team members.
4. Prepares correspondence, memoranda and other documents in an accurate and timely manner. Spell checks and proofreads each document for content and context.
5. Prints documents from database or e-mails.
6. Copies and scans document, creates binders and coordinates documents for projects.
7. Maintains Matter Centric Workspaces filing and develops and maintains local document files.
8. Coordinates all travel arrangements for those supported as appropriate and applying attorney's travel profile preferences.
9. Processes expense reports and monitors for payment.
10. Effectively utilizes Outlook, Outlook folders, Rules and Alerts, and InterAction.
11. Acts as a resource for organizational knowledge – who to go to for what.
12. Arrange night meals for timekeepers if needed.
13. Schedules meetings, teleconferences and videoconferences and ensures all logistics are appropriately managed.
14. Works cooperatively with team members as well as all other Ropes & Gray employees. Coordinates workflow throughout team and provides problem-solving solutions as issues or conflicts arise.
15. Handles all information in a professional and confidential manner.
16. Participates in firm initiatives and special projects, e.g., continuous improvement initiatives, professional development and training, and focus groups.

OTHER RESPONSIBILITIES:

Performs other work-related duties as assigned.

ESSENTIAL CAPABILITIES:

- Skilled in firm-licensed software as well as department specific software.
- Ability to interact professionally and effectively with clients, partners, associates and all levels of firm personnel.
- Must be flexible and have the ability to work under tight deadlines, handle multiple tasks, and respond quickly to changing priorities and responsibilities.
- Ability to understand and work in a teamwork/collaborative style and environment; able to share information, goals, opportunities, successes and failures with the appropriate parties and management team.
- Must support Secretarial Services teamwork guidelines.
- Ability to anticipate problems and focus on appropriate solutions while incorporating differing viewpoints.
- Must be a self-starter and demonstrate a positive, proactive approach.
- Ability to work effectively in a multi-office and culturally and educationally diverse environment.
- Exhibits loyalty to the Firm and is supportive of its goals and objectives.
- Must demonstrate the ability to maintain strict confidentiality of the firm's internal and personnel affairs.

Required Skills

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- College degree or equivalent
- Strong interpersonal skills to communicate and consult with a diverse group of lawyers, clients and staff.
- Intermediate knowledge of MS Word, Excel and PowerPoint.
- Excellent verbal, written and communication skills.
- Strong organizational skills, attention to detail, follow-up and follow through
- Excellent time management and prioritization skills.

WORKING CONDITIONS:

Normal office environment and schedule.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

