



【Legal Specialist】 @ World's Largest Insurance Company

Job Information

Recruiter

SPOTTED K.K.

Job ID

1574916

Industry

Insurance

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

10 million yen ~ 15 million yen

Refreshed

March 10th, 2026 03:00

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

The Compliance Specialist will join the Japan Compliance Department and play a key role in enhancing and operating the firm's compliance framework. The position has a strong focus on personal information protection, regulatory reporting, and investigations related to misconduct involving employees and intermediaries. The role also involves close coordination with Japanese supervisory authorities and overseas compliance stakeholders.

Key Responsibilities

- Ensure compliance with applicable laws and regulations; establish, maintain, and manage internal policies and rules
- Plan, draft, and implement initiatives to promote personal information protection across the organization
- Investigate inappropriate conduct, including personal data incidents, and prepare regulatory notifications and reports
- Manage communications, notifications, and reporting to supervisory authorities and industry bodies
- Prepare reports and coordinate closely with global compliance counterparts
- Plan and deliver compliance training for employees
- Develop compliance programs and objectives, and track implementation progress
- Support compliance-related meetings and manage follow-up actions

- Operate the Compliance Committee secretariat
 - Plan and conduct Compliance Assurance Reviews
 - Support initiatives related to financial crime prevention, anti-social forces, and sanctions compliance
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Required Skills

Required Qualifications

- **Mandatory:** Knowledge of Japan's Act on the Protection of Personal Information (APPI)
- At least 1 year of experience in one or more of the following areas:
 - Planning or implementing personal information protection initiatives
 - Responding to personal information incidents or data breaches
 - Advising on personal information protection laws (including experience at a law firm)
- Strong motivation to expand knowledge and independently research unfamiliar regulatory areas
- Strong analytical skills, with the ability to organize information, identify key issues, define problems, and propose solutions
- Strong communication skills and ability to build effective relationships with internal and external stakeholders
- Knowledge of insurance-related laws, regulations, products, and administrative practices
- Ability to read and interpret laws, regulatory guidance, administrative documents, and internal policies
- Ability to draft reports in English

Benefits & Work Environment

- Five-day workweek (Saturday and Sunday off) and public holidays
 - Annual paid leave, summer vacation, year-end and New Year holidays
 - Special leave (e.g., anniversary leave, health check leave)
 - Full social insurance coverage
 - Full transportation expense reimbursement
 - Employee savings plan and employee share ownership plan
 - Defined contribution pension plan
 - Flexible work arrangements, with a strong remote-work culture
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Company Description