



【800～1300万円】 Commercial Contracts Administrator

外資系医療機器メーカーでの募集です。法務のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資系医療機器メーカー

Job ID

1576122

Industry

Medical Device

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 13 million yen

Work Hours

09:00 ~ 18:00

Holidays

【有給休暇】初年度 10日 4か月目から 【休日】完全週休二日制 土 日 祝日 年末年始

Refreshed

February 5th, 2026 16:33

General Requirements

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

【求人No NJB2357340】

Responsibilities:

Contract Drafting and Negotiation. Prepare review and negotiate a high volume and variety of contracts including commercial agreements (including sales and leases) for the placement of products and services as well as miscellaneous legal agreements connected to

commercial activities.

Legal Representation. Collaborate with internal stakeholders including business development product managers and executives to understand business objectives negotiate favorable terms. Represent with external parties including customers regulators and affiliates.

Risk Management: Identify assess and provide support on potential legal risks in contracts. Propose strategies and advice to mitigate them effectively managing risks and ensuring compliance with applicable laws regulations and company policies.

Compliance and Ethics: Uphold ethical standards and ensure compliance with all applicable laws regulations and company policies in contract negotiations and daily activities.

Cross functional Collaboration: Work closely with cross functional teams including regulatory affairs service department field service manufacturing and marketing to ensure alignment between legal requirements and business objectives. Review and assess new products prior to commercial launch and draft/develop new legal/acquisition agreements in support of those new products.

Contract Lifecycle Management: Manage the entire contract lifecycle from drafting to execution and termination ensuring timely renewal amendments and compliance. Work closely with Legal Sales Customer Service Accounting and Logistics teams on the system sales process and with Marketing Clinical Affairs and Market Access on further contractual activities.

Contract team management in the future (including service contract)

Required Skills

Qualifications

Required Knowledge Skills and Experience:

Law degree (JD) from an accredited law school or equivalent legal experience is preferred.

2+ years' experience with commercial contracts or equivalent transferrable skillset from in house or law firm setting.

Experience in the medical device industry is preferred

Working knowledge of standard legal terms and conditions. Operational knowledge of commercial contracting terms data security and/or data privacy regulations.

Strong contract drafting and negotiation skills with a keen attention to detail preferably commercial terms and conditions.

Strong interest in commercial transactions financial activities and business decisions. Readiness and enthusiasm to work hand in hand with highly active and energetic/ambitious salesforce.

Detail oriented organized and able to function in a fast paced high pressure environment. Excellent problem solving abilities and the capacity to handle complex legal issues in a high pressure environment.

Excellent verbal and written communication skills (including legal drafting skills) and interpersonal skills to collaborate with cross functional teams and external stakeholders.

Proactive problem solver self motivated with a strong work ethic commitment to excellence and ability to work independently.

Conversational level of English is desirable

Company Description

ご紹介時にご案内いたします