



## Corporate Paralegal

Preeminent, global law firm

### Job Information

**Hiring Company**

Ropes & Gray LLP

**Job ID**

1583760

**Division**

Legal Services

**Industry**

Legal

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chiyoda-ku

**Train Description**

Marunouchi Line Station

**Salary**

5 million yen ~ 8 million yen

**Work Hours**

10 : 00 ~ 18 : 00 (休憩1時間)

**Holidays**

完全週休二日制 (土日祝)

**Refreshed**

March 30th, 2026 00:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**Ropes & Gray**

Ropes & Gray is a preeminent global law firm with a 150-year heritage of providing the highest-quality advice on critical legal and business needs. Our global team of 2,500 talented professionals regularly helps clients meet high-stakes challenges,

solve complex problems and achieve key goals.

The firm maintains a culture of collaboration, with colleagues frequently working together across our global office network. The firm has offices in New York, Washington, D.C., Boston, Chicago, San Francisco, Silicon Valley, London, Paris, Milan, Hong Kong, Singapore, Seoul and Tokyo.

Many of the world's most respected companies and institutions are longtime firm clients. We work with global industry leaders, start-ups, financial institutions, hospitals and health care organizations, colleges and universities, investment firms, and individuals, among other clients.

### **Corporate Paralegal**

#### **ESSENTIAL FUNCTIONS:**

1. Process signature pages and other documents to both Japanese and US standards.
2. Create and maintain corporate minute books and stock record books for both domestic and international entities.
3. Assist in the preparation of stock certificates, financing statements, and other corporate documents for both domestic and international entities.
4. Assist in closing binder preparation and distribution, and with other corporate document distributions.
5. Exhibit understanding of international business practices and markets.
6. Communicate independently, adapting style and content by country, for both domestic and international clients.
7. Exposure to and some familiarity with Japanese corporate related law and procedure.
8. Performs other work-related duties as assigned by attorneys, other corporate paralegals and other individuals within the corporate management structure.

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### **Required Skills**

#### **Requirements:**

- Prior experience working as a legal assistant with an international law firm is desired.
- Fluent language skills in English and Japanese.
- Diploma or degree holder.
- Able to maintain strict confidentiality of the firm's internal and personnel affairs and client information and adhere to ethical rules of paralegal position.
- Ability to collaborate effectively and professionally with clients and all levels of personnel.
- Positive and proactive attitude and approach.
- Willing to serve attorneys and clients.
- Ability to prioritize assignments and create high level work product having strong attention to details within short time frames.
- Ability to delegate as necessary and work persistently with a successful result.
- Ability to anticipate problems and issues and exercise independent judgment in decision-making.
- Must own professional development by seeking out feedback and learning new skills.
- Must take ownership of deliverables and be accountable.
- Extensive knowledge of MS Word, Excel, and Adobe Acrobat.
- Able to effectively work in a multi-office environment and a culturally and educationally diverse environment.
- Able to work flexible including overtime.

We offer a 5-day work week and a competitive salary and benefit package. Ropes & Gray is an equal opportunity employer.

Incumbent is expected to work the hours necessary to fulfill the responsibilities of the position. The above job description 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. Firm management reserves the right to amend and change responsibilities to meet business and organizational needs.

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### **Company Description**