



## PR/087262 | Japanese Bilingual Legal and Compliance Analyst

### Job Information

**Recruiter**

JAC Recruitment USA

**Job ID**

1583856

**Industry**

Legal

**Job Type**

Permanent Full-time

**Location**

United States

**Salary**

Negotiable, based on experience

**Refreshed**

April 21st, 2026 13:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**COMPANY OVERVIEW**

A Japanese company is seeking a Japanese Bilingual Legal and Compliance Analyst.

**RESPONSIBILITIES**

- Support the Company's Legal & Compliance function by leading the implementation and ongoing development of compliance programs.
- Oversee master data management and providing paralegal support to the Legal & Compliance team.
- Regular in-person work at the assigned office and reports to the General Manager of the Legal & Compliance Department and Chief Compliance Officer.

**REQUIREMENTS**

- Minimum 4 years' experience preferable.
- Proficient in SAP, Concur, Microsoft Office (e.g., Microsoft Word, Microsoft Excel, and Microsoft PowerPoint).
- Japanese language skills required.
- Paralegal certificate preferred, or interest in obtaining paralegal certificate.
- Prior compliance experience preferable.
- Ability to demonstrate flexibility and work as a member of a team.

- Must possess strong analytical skills, meet deadlines and maintain confidential information.
- Demonstrate a cooperative attitude, strong verbal and communications skills with clients and co-workers.

**SALARY & Benefits**

USD \$80,000 - \$100,000 DOE and discretionally bonus with full benefits

**OTHERS**

Employment Type: Full-Time, Exempt  
Work Location: New York (Midtown)  
Work Arrangement:

On-site five days per week with flexible hours

Remote work available up to two days per month

#LI-JACUS #LI-US #countryUS

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.us/privacy-policy>  
Terms and Conditions Link: <https://www.jac-recruitment.us/terms-of-use>

---

Company Description