



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

June 2nd, 2026 05:01

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

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Company Description