



Inhouse Paralegal at global brand

企業内パラリーガルポジションです

Job Information

Recruiter

ALBERTO K.K.

Job ID

1591396

Industry

Apparel, Fashion

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 6.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

10:00-18:00

Holidays

土日祝日

Refreshed

May 11th, 2026 16:27

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

Key Responsibilities:

- Contract Lifecycle Support (契約管理業務)

- Perform preliminary reviews of contracts received from local teams
- Assist in ensuring contract terms are aligned with the underlying business rationale
- Prepare contracts and coordinate submission for HQ Legal review
- Facilitate alignment between HQ legal requirements and local business expectations
- Confirm that all agreed amendments are properly incorporated into final contract documents
- **Contract Database & Documentation Management**
 - Maintain and regularly update the contract management database
 - Oversee storage of original contracts and related document control processes
 - Monitor contract renewal schedules and key contractual commitments
 - Proactively coordinate with relevant stakeholders on required contractual follow-up actions
- **Governance & Compliance Support**
 - Assist in preparing documentation and materials for BoD approvals
 - Support preparation of documents required for audits and compliance reviews
- **GA Facility Management**
 - Handle procurement and inventory management of office supplies and equipment
 - Liaise with building management and external service providers
 - Provide support for general administrative operations and associated tasks
- **Coordination With Procurement**
 - Work closely with the Procurement team in the review, verification, and execution of contracts
- Any Other Duties Related The Role As Assigned

※主にオフィス勤務となります。

Required Skills

- 3 years of experience in legal operations, contract administration, or related field is preferred
- Business-level English
- Strong attention to detail in documentation management
- Ability to manage multiple tasks and deadlines
- Strong coordination and communication skills

ご興味・ご質問がありましたら、担当の綿引（080-4462-7881、ai@alberto-recruitment.com）までお気軽にご連絡くださいませ。

For further details and a confidential discussion, please contact Ai directly on 080-4462-7881 or at ai@alberto-recruitment.com

Company Description