



Executive Director - Head of Legal & Compliance

Senior leadership role for Japan/APAC

Job Information

Recruiter

ALBERTO K.K.

Job ID

1594839

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

20 million yen ~ 30 million yen

Refreshed

June 29th, 2026 05:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Executive

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Post Grad Degree (PHD/MBA etc)

Visa Status

Permission to work in Japan required

Job Description

This is a senior leadership role and offers the rare opportunity to cover legal functions in Japan and other APAC markets, for a multibillion dollar organisation. You will be an integral part of the business leadership team and report internationally to a global general counsel.

Legal

- Oversee the delivery of legal services across the region, serving as the primary legal contact for business units and senior management
- Provide counsel on all major transactions - including M&A, joint ventures, and divestitures - and advise on regulatory and legislative developments with material business impact
- Manage corporate records and governance processes, including board and shareholder meeting documentation and commercial register filings
- Direct litigation strategy and claims management, and oversee external counsel relationships with a focus on cost efficiency and process compliance

Compliance

- Lead the regional compliance function as Regional Compliance Officer and chair the Regional Compliance Committee
- Drive implementation of the company's ethics and compliance program, including annual risk assessments, policy development, and training initiatives
- Monitor regulatory changes and ensure employees understand and adhere to applicable policies. Manage the full lifecycle of compliance investigations - from intake through resolution - and maintain reporting channels that support confidentiality and non-retaliation
- Report regularly to senior leadership on compliance activity and program effectiveness

For a detailed discussion, please contact Andrew directly, and strictest confidence, at andrew@alberto-recruitment.com

Required Skills

Successful candidates will have the following background and credentials:

Academic Background & Credentials

- Holds a law degree from a recognized institution and is licensed to practice in Japan
- Advanced compliance certification is a plus
- Postgraduate legal education (e.g., LL.M.) from an English-language institution is advantageous
- Minimum of 10 years' legal practice, either at a law firm or as in-house counsel within a multinational organization
- A track record spanning both private practice (law or consulting firm) and corporate environments is highly desirable
- Prior experience in a compliance-focused role is a strong asset
- Native-level proficiency in Japanese with business-level English, spoken and written
- Excellent ability to draft legal documents and deliver clear, compelling presentations
- Proficient in standard business software including word processing, email, and presentation tools

Company Description