

【英語を活かす】企業パラリーガル/ Corporate Paralegal

外資系法律事務所にて、企業パラリーガルの求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

外資系法律事務所

Job ID

1597554

Industry

Legal

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6 million yen

Refreshed

June 19th, 2026 17:24

General Requirements

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

An international legal professional services firm is seeking a Corporate Paralegal. The selected candidate will assist in document preparation, coordinate transaction processes, and support cross-border deals while ensuring accuracy and compliance.

An international legal firm, this organisation operates a number of offices across international locations. With a long history in the legal industry, this company is a leader in several sectors including life science, asset management and retail law.

Keywords:

パラリーガル, 法務サポート, コーポレート法務, 契約書管理, クロスボーダー取引, ドキュメント管理, 法務事務, 金融取引, データルーム管理, コンプライアンス, 求人, 外資系

Job Ref: ALXZJM

Responsibilities:

- Support execution of domestic and cross-border corporate and finance transactions
- Prepare, organise, and manage transaction documentation including execution versions and closing sets
- Coordinate document execution processes including signature circulation, resolutions, agreements, notarisation, and legalisation
- Collaborate with internal teams and external stakeholders such as attorneys, clients, financial institutions, and

regulatory offices

- Manage document flow and version control across multiple parties and jurisdictions
- Maintain transaction trackers, data rooms, and internal systems to ensure accurate deal visibility
- Support post-closing processes including compilation and distribution of executed documentation
- Assist in bank account and securities account opening processes and preparation of bank forms for wiring
- Ensure compliance with Japan-specific execution formalities including notarisation, certification, and filing requirements
- Identify opportunities to improve transaction processes and enhance efficiency
- Communicate effectively in Japanese and English to support cross-border teams

Requirements:

- Diploma holder or above
- 2-5 years of experience as a legal assistant in an international law firm
- Experience supporting corporate transactions and legal documentation processes
- Proficiency in MS Office Suite
- Ability to work in a multicultural and multi-office environment
- Ability to work overtime
- Fluent level English and Japanese

Preferred requirements:

- Familiarity in supporting corporate financing transactions

Company Description

For over 25 years, in Japan, we have been a driving force in the Japanese bilingual recruitment market, providing high-quality candidates for our clients and access to the best jobs. We always put the interests of our clients and candidates first and run on a non-commission model that promotes a working culture where teamwork is incentivised. We strive to find the best fit for both employer and job seeker and don't push people into unsuitable roles.