Senior Information Governance Analyst

Exclusive job

Job Information

Recruiter
ALBERTO K.K.

Job ID
1603647

Industry
Software

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
10 million yen ~ 12 million yen

Refreshed
November 13th, 2026 04:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Native Level

Minimum Japanese Level
Basic Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Overview

Our client is seeking a Senior Information Governance Analyst to help manage its document and records management systems, support information governance initiatives, and work closely with IT and other business functions to improve the way information is stored, secured, and managed.

Key Responsibilities

- Manage document and records management systems, including iManage and physical records.
- Support document migrations, file transfers, and data management projects.
- Assist with information governance policies, records retention, and compliance.
- Provide training and support to end users on document management best practices.
- Work with IT to enhance document management technology and implement new solutions, including AI tools.
- Lead or support information governance and technology projects.
- Produce reports, analyse data, and recommend process improvements.
- Support Microsoft 365 applications, including OneDrive, Teams, Outlook, and SharePoint.
- Collaborate with global teams to ensure information is managed securely and efficiently.

Requirements

- 5+ years' experience in Information Governance, Records Management, Document Management, Legal Technology, or Knowledge Management within a professional services or financial services environment.
- Experience with iManage is highly preferred.
- Strong understanding of document management systems and information governance principles.
- Experience with Microsoft 365 applications.
- Strong analytical, project management, and stakeholder management skills.
- Excellent communication skills with a customer-focused approach.

This is one of several exclusive legal opportunities we're currently handling in Tokyo and the nearby areas. For a confidential conversation about this role or others, reach out to Nate directly at nate@alberto-recruitment.com or call 080-7456-5089.

Company Description