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Legal & Governance Ops Specialist

Job Information

Recruiter
SPOTTED K.K.

Job ID
1605056

Industry
IT Consulting

Company Type
International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
6 million yen ~ 9 million yen

Refreshed
November 3rd, 2026 00:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Our client is a rapidly growing international company undergoing significant global expansion. As the business continues to scale, they are seeking a **Legal & Governance Operations Specialist** to strengthen legal operations, governance, and compliance while supporting the organization's long-term growth.

This is a highly visible, cross-functional position that goes beyond traditional legal work. You will support commercial contracts, corporate governance, compliance, risk management, and a variety of strategic legal initiatives while partnering closely with senior leadership and teams across the business.

In addition to managing day-to-day legal and governance matters, you will help develop and improve internal policies, operational processes, and governance frameworks that enable the business to scale effectively while maintaining strong compliance standards.

This role is ideal for a commercially minded legal or governance professional who enjoys working across multiple business functions, improving processes, solving complex challenges, and contributing to the growth of a dynamic, international organization.

Key Responsibilities

- Review, draft, negotiate, and manage a broad range of commercial and corporate agreements.
- Coordinate contract administration, including review workflows, approvals, execution, and record management.
- Identify legal and commercial risks while providing practical, business-oriented guidance to internal stakeholders.
- Maintain and update legal documentation, corporate policies, templates, and internal governance materials.
- Support the organization's compliance framework by monitoring regulatory developments and assisting with internal compliance initiatives.
- Assist with the management of corporate records and other legal administrative matters.
- Partner with cross-functional teams to support governance initiatives and company-wide policy implementation.
- Develop, improve, and standardize legal processes, approval workflows, templates, standard operating procedures, and operational documentation.
- Contribute to projects that enhance operational efficiency, improve internal controls, and support the organization's continued growth.
- Work closely with business leaders to provide proactive legal and governance support across a variety of strategic initiatives.

Required Skills

Requirements

- Experience reviewing, drafting, and negotiating a variety of commercial agreements.
- Solid understanding of contract management, corporate governance, compliance, and risk management.
- Strong analytical skills with the ability to identify legal and commercial risks and provide practical, business-focused advice.
- Business-level English with the ability to review legal documents and communicate effectively with both domestic and international stakeholders.
- Excellent communication and relationship-building skills.
- Highly organized with strong attention to detail and the ability to manage multiple priorities in a fast-paced environment.
- Self-motivated with the ability to work independently while collaborating effectively across multiple business functions.
- Proficiency with standard business software and document management systems.

Preferred Experience

- Experience supporting the legal or compliance function within a corporate environment.
- Familiarity with corporate governance, regulatory compliance, and internal control frameworks.
- Experience managing legal documentation, corporate records, or contract administration.
- Experience developing or improving internal processes, policies, templates, or operational procedures.
- Exposure to cross-functional collaboration with departments such as Finance, Human Resources, Procurement, or Operations.
- A proactive mindset with a demonstrated ability to drive process improvements and operational efficiencies.

Company Description