

【英語を活かす】Head of Legal

世界的な製薬会社にて、Head of Legal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

世界的な製薬会社

Job ID

1608046

Industry

Pharmaceutical

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

12 million yen ~ 14 million yen

Holidays

完全週休2日制, 土日祝日休み, 有給休暇

Refreshed

August 19th, 2026 17:21

General Requirements

Career Level

Executive

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A global pharmaceutical company is seeking a Head of Legal. The selected candidate will manage contracts, support Japan Business Development transactions, oversee the Japan Legal function, and coordinate with the Global Legal team, external law firms, patent attorneys, and other specialists. This is a hybrid setup role.

A global pharmaceutical company focused on developing innovative medicines and advancing healthcare through research and partnerships. The company operates internationally and works across pharmaceutical and life sciences activities.

Keywords:

企業法務, 法務マネジメント, 契約審査, 事業開発, コーポレートファイナンス, 知的財産, コンプライアンス, 求人, 外資系

Job Ref: XCOF0Z

Responsibilities:

- Draft, review, revise, and manage contracts for corporate functions and business departments
- Identify legal risks associated with contract execution and advise business departments
- Operate the contract management framework, including electronic storage and management

- Handle seal applications, electronic signatures, and confirmation of appropriate signatories
- Draft and revise group rules and internal policies and coordinate Japan-side responses to global policies
- Support legal matters related to Japan Business Development, including corporate financing, M&A, licensing, third-party investments, and business alliances
- Act as the Japan-side legal and contractual contact for discussions and negotiations with Japanese companies, universities, and other counterparties
- Organise contract terms, liability scope, risks, required procedures, and other legal issues
- Manage the progress, prioritisation, and allocation of work within the Japan Legal function
- Review and support matters including equity compensation plans, RSU rules and agreements, share-related administration, and general shareholders' meeting matters
- Lead team operations, member development, and coordination with relevant departments
- Act as the contact point for patent attorneys, external law firms, insurance brokers, and other specialists

Requirements:

- Bachelor's degree or equivalent qualification
- More than 5 years of practical legal experience for candidates with corporate Legal department experience
- More than 3 years of practical experience at a law firm or in a corporate Legal department for qualified lawyers
- Practical experience in corporate legal matters including M&A, corporate financing, debt financing, and public markets-related legal matters
- Professional level Japanese and English

Preferred requirements:

- Legal experience in manufacturing, life sciences, pharmaceuticals, healthcare, technology, or a related industry
- Experience supporting contracts and negotiations related to Business Development, M&A, corporate financing, licensing, or business alliances
- Practical experience with equity compensation, insurance, intellectual property, or internal policy and rule development
- Experience working in a global company or coordinating with overseas Legal teams
- Legal background

Company Description

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