

PR/086715 | Japanese-English Bilingual Paralegal (Legal Assistant)

Job Information

Recruiter
JAC Recruitment USA

Job ID
1609842

Industry
Legal

Job Type
Permanent Full-time

Location
United States

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 15:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

COMPANY OVERVIEW
Our client of boutique law firm headquartered in Irvine, CA is seeking a Japanese-English Bilingual experienced legal assistant/Paralegal.

JOB SUMMARY

- This position will support attorneys in Personal Injury, Business law, Civil litigation, and Trust & Estate. Firm is in growth phase and role will also require some administrative duties in supporting attorneys who manage firm.

RESPONSIBILITIES

- Legal Translation

- Drafting Business letters in English and Japanese;
- Proficient in Microsoft Office;
- Conducting Intakes with Potential Clients;
- Communicating with clients, setting up calls, and meetings;
- Light administrative work for partner; and
- Familiar with Lexis and MyCase is a plus.

REQUIREMENTS

- Must be fluent in spoken and written Japanese as well as English.
- Firm is in a growth phase and needs a positive, team-player who can integrate with tight-knit firm.
- Work-life balance is a core firm value.
- Compensation commensurate with experience.

SALARY & Benefits

USD $25 - $40/hour (DOE)

OTHERS

Work location: Irvine, CA

*Will require a hybrid work schedule of at least 4 days in office per week.

#LI-JACUS #LI-US #countryUS

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description