



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

September 1st, 2026 10:33

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

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

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Company Description