

企業法務・秘書業務担当

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
外資系ビジネスサービス企業

Job ID
1621438

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
4.5 million yen ~ 8 million yen

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General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

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

Company Secretarial Services
・ Provide high-quality company secretarial support to a portfolio of client entities.
・ Assist with company incorporations, deregistration, and other corporate lifecycle events.
・ Prepare and coordinate corporate documents, including board resolutions, shareholder resolutions, meeting minutes, powers of attorney, and other statutory documentation.
・ Support changes in corporate information, including director, representative director, registered address, and company officer changes.
・ Assist in maintaining corporate records and statutory registers in accordance with applicable regulations.

Corporate Administration
・ Process client requests relating to the application of company seals and chops.
・ Manage incoming and outgoing correspondence, including courier packages and official documents.
・ Scan, file, and maintain corporate documentation in electronic document management systems.
・ Ensure client records and entity information are accurately maintained in internal databases and entity management systems.

Regulatory and Filing Support
・ Assist with statutory filings and submission of corporate documents to relevant authorities.
・ Liaise with the Legal Affairs Bureau, Tax Office, banks, and other government agencies as required.
・ Support clients with requests relating to regulatory, banking, and compliance matters.
・ Monitor filing deadlines and support ongoing compliance requirements.

Client Service and Compliance
・ Respond to client inquiries in a timely and professional manner.
・ Support client acceptance, due diligence, and compliance procedures where required.
・ Build and maintain strong working relationships with clients and internal stakeholders.
・ Assist with process improvements and special projects as assigned

Employee Benefits:
Health Insurance Employees' Pension Employment Insurance Industrial Injury Insurance

Required Skills

・ Minimum of 2 years' relevant experience, preferably in a corporate services provider, professional services firm, law firm, or similar environment.
・ Native-level Japanese language proficiency.
・ Business-level English communication skills, both written and spoken.
・ Proficiency in Microsoft Office applications, particularly Word, Excel, and PowerPoint.

Preferred Attributes
・ Strong organizational and time-management skills.
・ Excellent attention to detail and accuracy.
・ Ability to work independently and manage multiple priorities.
・ Proactive, self-motivated, and eager to learn.
・ Strong interpersonal and communication skills.
・ Ability to adapt to changing priorities and deadlines.
・ Collaborative team player with a client-focused mindset.

Company Description

新たに日本マーケットに参入される外資系企業や、日本でさらなるビジネス拡大をお考えの外資系企業のお客様に、私たちは最適な採用サポートを提供いたします。1975年に英国初の日系人材紹介会社としてロンドンで創業し、その後シンガポール、日本、マレーシア、インドネシア、タイ、中国の7カ国 (また2011 年には香港・韓国にも拠点を新設予定) でグローバル人材紹介会社として事業を拡大してきたジェイ エイ シーは、そのバックグラウンドから、海外文化への深い理解を持ち合わせています。グローバルに事業を展開する日系人材紹介会社のリーディングカンパニーとして、私たちは他に類のない人材ネットワークから、日本人の優秀なバイリンガル人 材や外国人のプロフェッショナル人材をご提供することが可能です。幅広い業種、職種においてのエキスパートである当社のネイティブあるいはバイリンガルコ ンサルタントが皆様のパートナーとなり、適材適所で人材のご紹介をいたします。ジェイ エイ シーが築いてきた特有の歴史、文化、そしてグローバルマーケットでの強みを揺ぎない核として、日本マーケットで躍動する外資系企業のお客様のニーズにさら に的確にお答えするために、ジェイ エイ シー インターナショナルは誕生しました。私たちはアジアやヨーロッパのJAC Recruitment Group海外各社と緊密に連携を取り、お客様の真のニーズを把握した上で、最適なキャンディデイトをご紹介いたします。

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We provide specialized proactive recruitment support tomultinational clients who are setting up new operations or areexpanding existing business and seeking further growth in theJapanese market.As the first Japanese recruitment company to set up operations in theUK in 1975, understanding foreign cultures is second nature to us.With our extensive global network and historically leading position asrecruitment consultancy to Japanese corporations, we have access toan unrivaled pool of bilingual Japanese and foreign professionals.Our professional consultants are experts in a range of Industries andfunctions and all have extensive multicultural experience.Based on JAC’s unique history, culture and market strength, JACInternational was founded to provide dedicated support to ourmultinational corporate clients in Japan.

JAC International Co., Ltd. is a wholly owned subsidiary of JAC Recruitment. Co., Ltd.