



パラリーガル Paralegal hiring Kanto / Kansai (5 positions)

Apply only those living in Japan

Job Information

Recruiter

SK Global Co Ltd

Hiring Company

SK Global

Job ID

1131477

Industry

Investment Banking

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Japan

Salary

4 million yen ~ 8 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Salary Commission

Commission paid on top of indicated salary.

Refreshed

April 17th, 2024 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

- ・リーガルドキュメントの作成・レビューの補助

- 法令・裁判例・文献等のリサーチ
- 弁護士の業務の補助全般

Urgently hiring Japanese Paralegal staff, Visa sponsor available for foreigners

Required Skills

We are looking for administrative assistant and paralegal candidate in Tokyo and all over japan

International Law firm is hiring

We are seeking team players who communicate well,

and are able to respond flexibly in a fast-paced environment and when dealing with an expanding and changing field. The ability to perform detailed work quickly and accurately is also essential.

Requirements:

- ・ A graduate of a four-year university, at minimum. (Any department or major is acceptable.)
- ・ PC skills are essential (Word, Excel, PowerPoint)
- ・ While not required, experience in crisis management, including fraud investigations, and experience working in investigative organizations are highly valued.
- ・ We also welcome candidates who are certified fraud examiners, even they have no practical experience.
- ・ Our selection of candidates will be based upon a comprehensive assessment of personality, experience, ability, and aptitude.

We believe that the individuals most likely to feel comfortable on the team will be those of age '40s or younger.

While the gender of the candidate is not important, as discussed above, we seek individuals who can work closely with both attorneys and other staff members and, in particular, deal with busy seasons.

Estimated Annual Salary Range:

While the salary will vary based on such things as experience and qualifications, we expect the salary range to be between 4 million yen and 8 million yen. (including various allowances)

Please let me know if you are interested I am able to arrange a zoom interview

Best regards, kamran Mr / Nakaya Mr

hire@jp-career.com

03-6435-4449 / 09061170042

Company Description

転職をご希望の方

当社登録のメリット

人材紹介会社（転職エージェント）とは、厚生労働大臣の認可を受けた民間の職業紹介会社です。
 転職支援サービスとは、正社員や契約社員の直接雇用の転職を希望する方と、採用をお考えの企業との間を、キャリアコンサルタントが仲介するサービスです。
 現在では、転職活動における選択肢の一つとして、多くの方に利用されています。

転職成功者の声

30歳男性（弁理士）

どんな求人検索サイトにも、営業求人はたくさん掲載されています。でも、いまいちピンとこない。売上げ額やたった数行の仕事情報では、自分にマッチしているか分からないのです。LJS（リーガル・ジョブ・シーカー）に登録して良かったのは、その企業の『質』が自分に合っているかを見極めて紹介してくれること。
 「仕事の内容や進め方、社風、直属の上司になる方の人柄がこうだから、●●さんにマッチすると思います」と求人を紹介してもらえたとき、さすが業界専門の人材紹介会社だと思いました。
 もしあのとき、LJS（リーガル・ジョブ・シーカー）を利用していなければ、やみくもに企業を受けて最初にもらえた内定に飛びつくような、無計画な転職をしていたと思います。

ABOUT US

Legal Job Seeker was established to offer the best possible service to the **Legal / IP** and **IT** business community in Japan. We are able to deliver excellent results to both our clients and our candidates and our focus being on excellent quality, professionalism and sincerity. We strongly believe that we have the expertise and knowledge to introduce the best people to fill **legal & IP** positions in Japan. Our team has an excellent in depth knowledge of the Japan job market to source the right candidates for high performance.

Career Advice

We promise to help you through the process of finding your next position. As a candidate you will receive genuine advice and assessment. We will market your skills the best way we know how, guide you through your interviews and give you our best advice possible. We will only submit your resume to a client with your knowledge and agreement. In short, making a career move is one of the most important decisions you may face, and we promise to guide you through every step of the way and maintain a professional and courteous manner, no matter what your decision may be.

About Legal Job Seeker

LJS is a division of a team of experienced, talented legal recruiters who are committed and dedicated to the search and placement of qualified Patent Attorneys , Lawyers and qualified legal and compliance professionals with a strong interest in the legal area, as well as supporting placement into international patent and law firms. Our company holds an impressive track record of successfully completing a large number of legal and compliance searches for both our International and Japanese clients based in Tokyo. Our knowledge of the industry, specialist recruitment methodology and our approach to recruitment has made us uniquely special from other agencies to ensure that we deliver the best results for our clients and candidates.

Our Approach Commitment to Excellent Service

Our company is committed to providing an excellent and personal service to both our clients and candidates. We believe that every hiring decision impacts all areas of peoples lives and therefore we are extremely careful in our recruitment approach and placements. Our philosophies regarding recruitment are as follows.

Honesty Innovation Commitment Accountability Professionalism Service and Team work

We at **LJS** work collectively to deliver service we can be proud of, and are able to deliver results in the shortest period of time. Whether you are looking for talented individuals to join your team, or a brand new challenge yourself, we promise to deliver the best possible service we can.

Our Area of Expertise

We aid, assist and work with both Japanese and International clients who are looking to hire qualified individuals in both Japan and overseas and non- qualified **legal & IP** professionals. Our area focuses on mid to senior level **legal & IP** positions in Tokyo and covers all levels of seniority.