



## Traditional Legal Secretary

### Job Information

**Recruiter**

[Legal Intel K.K.](#)

**Hiring Company**

大手外資系法律事務所

**Job ID**

935084

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4.5 million yen ~ 6 million yen

**Refreshed**

November 27th, 2020 10:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Native

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

The Traditional Legal Secretary provides administrative support for partners, senior associates, counsel, chiefs and other designated firm personnel. Responsibilities include creating and editing documents, handling telephone calls, e-mails and calendars, making travel and meeting arrangements, project coordination and client/customer relations. Responsibilities must be managed efficiently through the effective utilization of strong technical skills, strong communication and organizational skills and a strong foundation gained through experience within the practice groups supported. Flexibility, project coordination experience and the ability to work well with all levels of internal management and staff as well as external clients is essential.

### Outlook Calendar Management

- Responsible for calendar management of those you support. Proactively ensures calendars are kept up-to-date and accurately reflect all available and unavailable time. Calendars must include all pertinent information such as meeting locations, dial-ins, travel plans, etc.
- Tracks meeting acceptances/declinations
- Effectively manages any calendar conflicts
- Updates, cancels and reschedules meetings, as needed
- Proactively reminds attorney of upcoming meetings and other scheduled events

- Provides pertinent documentation to attorney and other invitees in advance of scheduled meetings
- May be responsible for maintaining department-specific firm public calendar

#### E-Mail Management

- Responsible for attorney e-mail management per attorney's personal preference
- Effectively utilizes Outlook, Outlook folders, Rules and Alerts, Matter Centric Workspaces management and Interaction

#### Telephone Management

- Responsible for telephone management per attorney's personal preference
- Has thorough knowledge of the Firm's telephone system, arranges conference calls, screens calls when asked, handles inquiries; arranges possible call-back times or routes to an appropriate alternate timekeeper
- Professional and confidential telephone etiquette is essential for all communications

#### Travel Management

- Coordinates all travel arrangements for those supported using Chrome River as appropriate and applying attorney's travel profile preferences
- Arranges for visitor office and verifies all information and dates as trip approaches
- Prepares itinerary, trip contacts and all documentation necessary and shares pertinent information with team members
- Keeps apprised of possible changing travel plans and makes changes as required
- Processes expense reports and monitors for payment

#### Project Management

- Coordinates all administrative details on attorney projects including work flow between clients, timekeepers, staff, document processing and night staff
- Maintains distribution lists and simple database information, as needed
- Maintains and updates client contact information through InterAction
- Manages and prioritizes incoming mail
- Maintains Matter Centric Workspaces filing and develops and maintains local document files
- Provides general office organization and file cleanup support
- Processes document searches and retrieval through LegalKey
- Prints documents from database or e-mails, copies and scans documents, creates binders and prepares documentation for filings/closings/client meetings
- Seeks greater responsibilities in current administrative projects and training on projects outside scope of responsibilities to assist attorneys
- Mentors new hires and/or teammates
- Maintains excellent time management skills and attention to detail
- Updates loose leaf department periodicals on a timely basis

#### Relationship Management

- Works cooperatively and seamlessly with all team members
- Communicates professionally with all internal and external clients
- Balances workflow and appropriately prioritizes work as teammates or others need assistance
- Works with team to offer solutions as issues or conflicts arise
- Participates in practice group business development activities
- Participates and provides input in focus groups
- Takes initiative on any requests and inquiries of an administrative nature

#### Billing

- Strong knowledge of Webview time entry
- Works with billing specialists to ensure timely completion of bills.
- Generates info only proformas
- Maintains and updates client address and contact info
- Responds to basic billing inquiries using Webview
- Prepares cover letters and envelopes for bills.

#### Document Processing

- Adheres to Document Processing guidelines by identifying and delegating appropriate work to document processing staff. Coordinates workflow appropriately with document processors and provides appropriate instruction, follow-up and follow through on all document processing tasks
- Creates and edits document requests in Word, PowerPoint and Excel
- Prepares correspondence, memoranda and other documents in an accurate and timely manner. Spell checks and proofreads each document for content and context
- Prepares department specific documentation such as Table of Contents/Authorities and court/ closing documents

## Training and Professional Development Opportunities

- Proactively participates in training opportunities to advance skill levels and efficiency in firm software
- Proactively participates in Secretarial Services training and certification initiative

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## Required Skills

### Requirements

- Ability to interact professionally and effectively with clients, partners, associates and all levels of firm personnel
- Must be flexible and have the ability to work under tight deadlines, handle multiple tasks, and respond quickly to changing priorities and responsibilities
- Ability to understand and work in a teamwork/collaborative style and environment; able to share information, goals, opportunities, successes and failures with the appropriate parties and management team and actively participates in teams
- Must support Secretarial Services teamwork guidelines
- Ability to anticipate problems and focus on appropriate solutions while incorporating differing viewpoints
- Must be a self-starter and demonstrate a positive, proactive approach
- Ability to work effectively in a multi-office environment
- Display a deep understanding of the Firm's culture and is skillful in maneuvering through the Firm's structure
- Ability to organize and prioritize numerous tasks and accurately complete them under time constraints
- Must work in a self-directed manner, with minimal supervision, to produce an accurate and well documented work product often under time-sensitive scheduling and where multiple projects are required concurrently
- Must demonstrate the ability to maintain strict confidentiality of the firm's internal and personnel affairs
- Exhibit loyalty to the Firm and is supportive of its goals and objectives
- Strong interpersonal skills to communicate and consult with a diverse group of lawyers, clients, staff, vendors and consultants
- Intermediate knowledge of MS Word, Excel and PowerPoint
- Excellent verbal, written, organizational and interpersonal skills
- Strong time management, organizational, and calendaring skills
- Pays close attention to detail and demonstrates the ability to follow up and follow through
- The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

ご興味・ご質問がありましたら、担当の綿引 (03-4540-7880, ai@legal-intel.com)までお気軽にご連絡くださいませ。

For further details and a confidential discussion, please contact Ai directly on 03-4540-7880 or at ai@legal-intel.com

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## Company Description

### About Legal Intel KK

リーガルインテルは、中小企業からフォーチュン500に入る大企業まで様々なクライアントから「法律に特化した人材紹介会社」として信頼を頂き、今ではアカウンティング&ファイナンス・ロジスティクス・HR・秘書などの管理部門全般の求人を手掛けております。

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