



## 外資系弁護士事務所 Admin Assistant

大手外資系弁護士事務所での募集です。

### Job Information

#### Recruiter

[Legal Intel | Accounting Intel \(Legal Intel K.K.\)](#)

#### Hiring Company

外資系弁護士事務所

#### Job ID

952422

#### Company Type

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

#### Non-Japanese Ratio

(Almost) All Non-Japanese

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

3.5 million yen ~ 5 million yen

#### Refreshed

May 25th, 2020 04:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Fluent (Amount Used: English usage about 75%)

#### Minimum Japanese Level

Fluent

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

- ・Maintain office supplies and inventory levels
- ・Assist with selecting vendors and reviewing service contracts
- ・Keep office, reception and pantry areas clean
- ・Manage incoming and outgoing mails

- Manage meeting rooms and video conferences setting
  - Manage invoices, payment, and expenses settlements
  - Assisting with hotel bookings for the visitors
  - Other office/administrative duties as necessary
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## Required Skills

- Fluency in both Japanese and English
- Knowledge of running office and maintenance the work environment
- Previous office experience an advantage
- Computer skills (Outlook, Word, and Excel)
- A pro-active and 'can-do' attitude
- Ability to stay calm under pressure

ご興味・ご質問がありましたら、担当の上房(03-4540-7887、yukako@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 Yukako directly on 03-4540-7887 or at yukako@legal-intel.com

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## Company Description

### About Legal Intel KK

Legal Intel KK is a recruitment agency specializing in the search and placement of Legal & Compliance and Finance & Accounting professionals. The company comprises 3 divisions - Legal Intel, Accounting Intel, and Logistics Intel - each specifically set up to provide a dedicated service to Japanese and foreign clients in Japan.

We maintain strong relationships with mid to top-tier companies and foreign firm firms in Tokyo. Our recruitment service covers the following industries:

- Pharmaceutical & Healthcare
- Retail, Fashion & Consumer (FMCG)
- Information Technology
- Manufacturing & Industrial
- Professional Services
- Logistics

### Legal Intel - Legal & Compliance Recruitment

Our Legal Intel division specializes in Japanese and foreign companies in Tokyo as well as the recruitment of bilingual support staff for leading international law firms. We are able to cover the following legal job functions:

- In-House Counsels
- General Counsel & Head of Legal
- Legal Managers & Contract Managers
- Legal Specialist
- Legal Assistants & Corporate Paralegals
- Law Firm Support Functions (Paralegals & Legal Secretaries)
- Business Development / Marketing Professionals
- Corporate Compliance Officers

### Accounting Intel - Finance & Accounting Recruitment

Accounting Intel are experts in the area of commerce finance & accounting recruitment. We aim to deliver results and are able to provide recruitment solutions tailored to the specific needs of our clients.

The following are the finance & Accounting positions we cover:

- CFO / Financial Director
- Financial Manager / Financial Controller
- FP & A Director / FP & A Manager
- Senior Financial Analyst / Financial Analyst
- Accounting Manager / Junior to Senior Accountant
- Treasury / Treasury Manager
- Internal Auditor / Internal Audit Manager / Internal Audit Director
- Tax Staff / Manager

#### **Logistics Intel - Logistics, SCM & Import / Export**

The following are the logistics positions we cover:

- SCM Director / Staff
- Logistics Manager / Staff
- Warehouse Manager / Staff
- Import / Export Operations
- Procurement Specialist
- Customer Support

For further information on our company and our recruitment services, please visit us at [www.legal-intel.com](http://www.legal-intel.com), [www.accounting-intel.com](http://www.accounting-intel.com) or [www.facebook.com/LegalIntel](http://www.facebook.com/LegalIntel)

#### **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。

弊社のサービスは専門性が高く、多くのクライアント・求職者の皆さまから評価を頂いております。また常にクライアント・求職者の双方と連携し、的確な情報を提供し迅速に対応いたします。

詳しくは弊社のウェブサイトをご覧ください。

<https://www.legal-intel.com/ja/>