



Legal secretary for international law firm

Global enviornment

募集職種

人材紹介会社

エンワールド・ジャパン株式会社

採用企業名

International law firm

求人ID

1231269

雇用形態

契約

勤務地

東京都 23区

給与

500万円 ~ 600万円

更新日

2026年02月23日 02:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

Managing schedules and making appointments / travel arrangements for a team of lawyers
 Preparing and processing expense reports
 Creating, amending, formatting documents and presentations
 Preparing and supporting client events
 Preparing complex monthly invoices involving liaising with other offices in order to meet the deadline
 Other related tasks to invoicing and billing

スキル・資格

Excellent communication skills in oral and written native Japanese and fluent English (TOEIC 850+)
 Advanced Outlook, Word, Excel and PowerPoint skills
 Good with numbers and details
 Team player and flexible attitude
 Able to work independently

Able to work under pressure
Able to do overtime as required
Able to prioritise

会社説明

About en world

en world is a group of recruiting consultancies specialising in professional and managerial roles. Operating from 7 countries, we support global companies' recruitment needs through our Asia Pacific network.

About en world Japan

en world Japan supports globally-renowned international and Japanese companies to hire professionals and managers. Our recruitment consultants specialise across both function and industry resulting in deep market knowledge and focused search results.

en world Japan was founded in 1999, operating as Wall Street Associates and specialising in financial services recruiting. We expanded our coverage and service in response to our customer needs. In 2010 we became a group company of en-japan inc., a leading internet-based provider of recruitment services in Japan.

en world Japan K.K.
<http://enworld.com/jp-en>

[Tokyo Office]
12F Tokyo Square Garden 3-1-1 Kyobashi, Chuo-ku Tokyo 104-0031
TEL: 03-4578-3500

[Osaka Office]
4F Maruito Nishiumeda Building, 3-3-45 Umeda, Kita-ku, Osaka-shi, Osaka 530-0001
TEL: 06-7777-1350

[Nagoya Office]
8F RICCO Sakae, 3-14-7 Sakae, Naka-ku, Nagoya 460-0008
TEL: 052-990-2060