



Legal Senior Manager/ Manager

外資系ラグジュアリーブランドの法務シニアマネージャーまたはマネージャー

募集職種

人材紹介会社

アセント・グローバル・パートナーズ (AGP)

採用企業名

Luxury brand company

求人ID

1465166

業種

小売

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

1100万円 ~ 1300万円

更新日

2024年05月11日 08:00

応募必要条件

職務経験

6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

KEY MISSION

Lead activity in term of

- Legal Matters
- Corporate Affairs and Governance
- Compliance & Data Protection

MAIN RESPONSIBILITIES

Legal

- Drafting, reviewing and supporting negotiation of commercial agreements

(including lease, real estate...) and legal documentation relating to retail business and other associated matters.

- Providing advice and recommendation on a wide range of legal issues that arise during the day-to-day operation of business, but also on data privacy, new technology matters and Major customers' dispute to minimize potential for litigation.
- Managing and archiving all the contracts and other legal documentation via the internal management system (Physical & Digital Storage) including taking lead for the deployment of any legal related tools/ systems within the company.
- Updating new laws and regulations to ensure organizational awareness of legislation and/or regulatory issues that affect the company and respond to the same.
- Liaising with external lawyers and legal teams of the group for different legal matters (Litigation, IP issue, Contract reviews...).

Corporate Affairs and Governance

- Overseeing and managing corporate affairs subjects including, but not limited to, change of board members, distribution of dividends, disclosure etc.
- Preparing the necessary documents and handling statutory filings with authorities for the corporate affair subjects. If needed, using and managing third party partner on it.
- Maintaining the updated records and arranging the signatures with company's/directors' stamps in accordance with the company policy.

Compliance & Data Protection

- Responsible for the implementation and enforcing ethics and compliance programs including being the designated ethics and compliance correspondent covering Japan.
- Responsible for the implementation, monitoring and enforcement of Data Protection programs
- Acting as the first contact point to handle internal queries and next course of action on compliance and data protection policies and complaints by liaising with internal stakeholders to ensure responses and actions are done timely in appropriate manner.

Miscellaneous

- Overseeing general intellectual property matters and proactively collaborating with the other internal parties to handle counterfeit, parallel imports and brand protection activities;
- Handle ad-hoc tasks and duties as assigned (Purchase orders, Requests for payments...).
- Formulate and conduct regular trainings in terms of legal, compliance and data protection to staff as necessary, including induction for newcomers.

スキル・資格

- Bachelor's law degree or above.
- Valid lawyer qualification in Japan or US is a plus.
- Experience in an in-house position or corporate multinational legal department environments (at least 5 years). Experience & understanding of retail / FMCG/ B to C business a plus.
- Strong legal knowledge, contract negotiations, writing, and drafting skills
- Able to work in fast-paced environments with the ability to manage numerous tasks simultaneously under tight deadlines and pressure.
- Keen attention to detail, ability to work independently, and excellent organizational skills.
- Good judgment with an understanding of when to ask for guidance or input.
- Self-motivated, highly driven, team player and a self-starter. Detail-and customeroriented, with a strong sense of ownership and drive.
- Good problem-solving skills and resourceful.
- Disciplined, focused and dedicated to meeting high standards of excellence.

会社説明