

MichaelPage

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【Legal Assistant】 E-Commerce**【Legal Assistant】 E-Commerce****募集職種****人材紹介会社**

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1543081

業種

インターネット・Webサービス

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 900万円

更新日

2025年05月29日 18:04

応募必要条件**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

日本での就労許可は必要ありません

募集要項

Join a high-performing legal team supporting business operations across Japan. You'll provide essential support to legal professionals while developing your skills in a fast-paced, international workplace.

Client Details

A global leader in technology with a strong presence in Japan. They offer a flexible work environment focused on productivity and work-life balance. You'll be part of a collaborative legal department that values initiative, creativity, and continuous improvement. The team is led by a senior legal professional with deep industry experience, and they work closely with both internal stakeholders and international partners.

Description

- Coordinate contract administration processes and legal documentation
- Support government filings and legal proceedings
- Draft correspondence and assist in document review
- Introduce and help implement new tools, including AI-based solutions
- Lead simplification and automation initiatives
- Manage general administrative duties such as scheduling, filing, and budget tracking

- Collaborate with internal stakeholders and external counsel

Job Offer

- Work closely with experienced lawyers in a global tech setting
- Full flex working style
- Work in a bilingual setting
- Utilize English communication

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

スキル・資格

- Prior experience as a legal assistant, paralegal, or admin role.
- Bilingual in Japanese and English (business level or above)
- Skilled in MS Office tools (Word, Excel, Outlook)
- Strong organizational skills and ability to multitask
- Works well independently and proactively under tight deadlines
- High attention to detail, professionalism, and confidentiality

会社説明

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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