



## 【英語を活かす】法律行政/ Legal Administration

金融サービス会社にて、法律行政の求人がございます。

### 募集職種

#### 人材紹介会社

ロバート・ウォルターズ (Robert Walters)

#### 採用企業名

金融サービス会社

#### 求人ID

1545010

#### 業種

アセットマネジメント

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

1300万円

#### 勤務時間

お問い合わせください

#### 休日・休暇

完全週休2日制, 土日祝日休み, 有給休暇

#### 更新日

2025年07月16日 03:00

### 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

ビジネス会話レベル

#### 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

A global financial services company is hiring a Legal, Asset Management Private Company Secretary/Paralegal. The selected candidate will handle legal administration and corporate secretarial tasks for multiple investment vehicles.

An award-winning financial services firm with a long history of successful operations. They offer a wide range of investment management services for clients around the world.

#### Keywords:

法律,法務,コンプライアンス, 法律. 求人, 外資系

Job Ref: SGHBDL

#### Responsibilities:

- Provide legal and administrative support across real estate, credit, and corporate equity sleeves

- Prepare and manage documents for entity incorporation, changes, and liquidation
- Coordinate corporate secretarial tasks to ensure legal compliance for investment vehicles
- Organise and document mandatory committee meetings and regulatory filings
- Manage updates to corporate registries for over 100 legal entities
- Assist with real estate deal closings in coordination with external partners

**Requirements:**

- Professional level Japanese and English

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**会社説明**

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.