ZeLo

【Work in Japan – No Japanese Required】　Attorney

募集職種

採用企業名
法律事務所ZeLo

求人ID
1545594

部署名
International Legal Division

業種
法律事務所

会社の種類
中小企業 (従業員300名以下)

雇用形態
フリーランス

勤務地
東京都 23区, 江東区

最寄駅
有楽町線駅

給与
1200万円 ~ 2500万円

勤務時間
Generally 8 hours per weekday, based on individual discretion.

休日・休暇
Weekends and national holidays are off in principle.

更新日
2026年10月29日 08:00

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
無し

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

Position Overview & Key Attractions

- Opportunity to work on a broad range of cases, primarily focused on international matters

- Exposure to both domestic and international legal work
- Work alongside attorneys with extensive experience in international law, including foreign-licensed lawyers and international firms
- Broad client base: both domestic and international, from large corporations to startups
- Play a key role in both inbound and outbound legal matters
- Leverage your English skills and international interests directly in your legal practice

~ ~

Job Description

Experienced Attorney (International Legal Division)

- General corporate legal affairs
- Handling overseas and English-language matters
- Collaboration with foreign attorneys
- English support for legal matters related to client companies, etc.

Assigned Department: International Legal Division

- Composed of 5 attorneys and 1 paralegal.
- Works primarily on international cases in collaboration with other departments.
- Supportive, communicative team environment allowing attorneys to focus on their work with confidence.

Selection Process

1. Casual interview (online)
2. First formal interview (online)
3. Final interview (in-person)
4. Offer

Note: Interview format or number of stages may vary depending on the situation.

~ ~

Employment Type

- Legal associate under service contract

Compensation

- Annual income: ¥12M – ¥25M
  To be determined based on experience and qualifications
  Private clients are not permitted. All cases are handled as part of the firm's assignments and reflected in performance-based bonuses and raises.

Salary Increases: Once annually

Bonus: Once annually (performance-based)

Location

ZeLo, 3-2-24 Toyosu, Koto-ku, Tokyo

- 1-minute walk from Toyosu Station (Exit 1c), Tokyo Metro Yurakucho Line
- 6-minute walk from Toyosu Station, Yurikamome Line

Working Hours

- Generally 8 hours per weekday, based on individual discretion
  Flexible options available with adjusted compensation for reduced hours.

Days Off / Leave

- Weekends and national holidays are off in principle
  As a freelance contract, work schedules are subject to individual discretion.
  Applicants preferring no time restrictions are also welcome.
  Possibility to shift workload to weekends if preferred. Some weekend work may be required depending on circumstances.

Leave:

- 10 days per 12-month period (dates coordinated within team)
- Year-end/New Year holidays (~5 days depending on calendar)
- Bereavement leave
- Special leave

Benefits

- Casual dress code
- Free drinks (tea, coffee, water, etc.)
- On-site sale of snacks, lunches, and sweets
- Condolence and celebration payments
- Health checkups
- Equipment expense support (for creating optimal work environment)
- Skill development support (e.g., book purchases, seminar attendance, study abroad support per internal policy)
- Social engagement support (e.g., welcome parties, monthly shuffle lunches [optional], team celebrations)

Work Environment

- Office located on the 10th floor of a high-rise with excellent views
- On-site cafés, restaurants, convenience stores, and drugstores make the location highly convenient
- Smoking area: Indoor smoking permitted in designated areas

スキル・資格

Required Qualifications

- **Work Experience:** Minimum 3 years
- **Career Level:** Mid-level professional
- **English Level:** Business proficiency
- **Japanese Level:** Not required (but must be licensed to practice in Japan)
- **Education:** Bachelor's degree or higher
- **Visa:** Must be eligible to work in Japan

Skills & Licenses:

- Licensed attorney
- Minimum 2 years of practical experience in corporate legal affairs at a corporate law firm or foreign company (in-house)
- Practical experience using English in work, with relevant English qualifications

会社説明