

# 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04月16日 12:00

## 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

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**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.

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**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

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**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
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