



## PR/118061 | Personal Assistant (Japanese Speaking)

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントイギリス

#### 求人ID

1548383

#### 業種

法律事務所

#### 雇用形態

正社員

#### 勤務地

イギリス

#### 給与

経験考慮の上、応相談

#### 更新日

2025年08月20日 04:00

### 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

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 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

**Position: Personal Assistant (Japanese Speaking)**

**Location: London (Office base)**

**Salary: GBP 30-32K (Negotiable)**

#### Responsibilities:

##### Secretary & Admin Duties

- Meeting room booking & Schedule coordination
- Setting up projectors, screens, monitors, etc
- Printing and filing of documents as instructed by lawyers
- Receiving and taking emergency calls to lawyers
- International telephone requests from visitors
- Invoicing, managing expenses

- Arranging restaurants for clients, tickets and hotels
- Other admin duties and managing the office/facilities
- File documents in a binder and label them according to the manual so that the contents can be identified
- Website publication (articles, books, seminars, awards, case information, etc.)
- Arrangements for congratulatory telegrams, flowers and gifts for clients' inaugurations/retirements

Law Related Duties:

- Conflict search (check for internal conflicts regarding the case)
- Litigation (3E)
- Client registration
- Proofreading of case documents (= called proofs) as instructed by lawyers
- Document translation
- Advisory fees, directors' remuneration and secondment compensation reimbursement
- Billing for start-up fees, deposits, court deposits, court prepayments and insolvency cases
- Processing of outsourcing fees.
- Handling of unclaimed expenses
- Domestic & Overseas remittances
- Court-appointed defence correspondence

**Requirements:**

- Japanese full fluency, English Business level
- Previous experienced in law firms
- Has right to work in UK
- Accurate, co-operative and resourceful person

\*Candidate must have right to work in UK

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会社説明