



Inhouse Paralegal at growing energy company

企業内パラリーガルという稀有なポジションです！

募集職種

人材紹介会社

ALBERTO株式会社

求人ID

1561010

業種

石油・エネルギー

雇用形態

正社員

勤務地

東京都 23区

給与

800万円 ~ 1000万円

勤務時間

9:15-17:30

休日・休暇

土日祝日

更新日

2025年12月30日 17:00

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

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

Key Responsibilities:

Corporate Documents: prepare, maintain and update corporate records and statutory documents for company and/or project companies.

Coordination: liaise with compliance team members, asset management team, external legal experts and/or authorized signatories - domestically and internationally - to prepare, review, and file corporate documents.

Regulatory Filing: Assist with the preparation and submission of filings required by regulatory authorities, coordinating with

business units, management, and external advisors to ensure compliance;

Legal/Regulatory Research: conduct preliminary research on regulatory requirements relevant to company's business operations and compliance framework;

General: Provide administrative assistance to the Head of Legal and other departments, including internal filings and related tasks on an ad hoc basis.

※主にオフィス勤務となります。

スキル・資格

- Bachelor's degree in Law or related field is preferred
- 5+ years of experience in paralegal or company secretarial role
- Familiarity with Japanese Companies Act and related regulations (experience with other regulatory filings or legal research is an advantage)
- Excellent communication, drafting skills
- Business-level proficiency in English and Fluent Japanese

ご興味・ご質問がありましたら、担当の綿引（080-4462-7881、ai@alberto-recruitment.com）までお気軽にご連絡くださいませ。

For further details and a confidential discussion, please contact Ai directly on 080-4462-7881 or at ai@alberto-recruitment.com

会社説明