



GEM Executive - Exciting Career in Global Entity Management!

Work flex time with a global company

募集職種

人材紹介会社

Cornerstone Recruitment Japan 株式会社

採用企業名

Cornerstone Recruitment Japan

求人ID

1564496

業種

法律事務所

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 少数

雇用形態

派遣

勤務地

東京都 23区, 千代田区

最寄駅

銀座線、 虎ノ門駅

給与

300万円 ~ 400万円

勤務時間

7.5 hours (flex time: as early as 9:00 and as late as 11:00 am)

休日・休暇

Weekends and Holidays off

更新日

2025年12月31日 07:00

応募必要条件

職務経験

1年以上

キャリアレベル

新卒・未経験者レベル

英語レベル

日常会話レベル (英語使用比率: 25%程度)

日本語レベル

ネイティブ

その他言語

中国語: 北京語 - 日常会話レベル

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

Job Title: Executive – Global Entity Management

Location: Tokyo

Are you detail-oriented and eager to grow your career in a global business environment?

As a Global Entity Management Associate, you'll play an important role in supporting the governance and compliance of our international legal entities. This is a hands-on position where you'll learn the fundamentals of corporate administration, legal documentation, and cross-border operations while collaborating with experienced professionals who will guide you every step of the way.

What You'll Do:

- Support contract preparation, stamping, and delivery
 - Assist with bank account documentation and coordination with financial institutions
 - Handle statutory filings with the Legal Affairs Bureau and other authorities
 - Prepare corporate documents based on the Companies Act (using templates)
 - Manage data entry, filing, labeling, and general administrative tasks
 - Check documents for accuracy and consistency
 - Communicate with internal teams and external partners
 - Provide ad-hoc and ongoing support to the Global Entity Management team
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スキル・資格

- Proficiency in English (reading and writing required; speaking/listening a plus)
 - Basic PC skills (Microsoft Word, Excel, PowerPoint)
 - Strong attention to detail and willingness to learn new processes
 - Collaborative mindset and open communication style — you're not afraid to ask questions
 - At least 2 years of administrative experience (experience in general affairs or accounting is a plus)
 - Availability for full-time, in-office work (9:30 AM – 6:00 PM; start and end times negotiable)
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会社説明