Legal Specialist at International Marketing Brand

募集職種

人材紹介会社
ALBERTO株式会社

採用企業名
Global Marketing Brand

求人ID
1565873

業種
デジタルマーケティング

会社の種類
大手企業 (300名を超える従業員数) - 外資系企業

雇用形態
正社員

勤務地
東京都 23区, 港区

給与
700万円 ~ 1200万円

ボーナス
固定給+ボーナス

更新日
2026年11月16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
流暢レベル

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

Our client is seeking a legal team member to handle contract review, internal compliance, and law-related business improvement initiatives. Working within a small team, you will cover a broad range of responsibilities, including personal data matters, internal controls, and operational process enhancements. The role involves close collaboration with sales and other departments, functioning as a proactive, business-partnering legal resource that supports overall organizational growth. Beyond contract and policy management, you will participate in optimizing processes and creating internal rules, gaining practical, hands-on experience across legal and compliance functions. This position offers strong opportunities to build expertise and develop a career path as a legal and compliance specialist.

Main Duties

- Review various types of contracts, including service agreements, SaaS contracts, and advertising/data-related agreements
- Handle operational tasks related to the Privacy Mark (P-Mark) and serve as the internal point of contact
- Promote compliance within the company based on internal regulations, laws, and guidelines
- Plan and conduct internal training on legal and compliance matters
- Drive projects to improve and standardize business processes in collaboration with different departments
- Support risk management and internal audit activities
- Note: Duties may change or be added depending on business needs or personnel changes

スキル・資格

Required Skills & Qualifications

- Bachelor’s degree or equivalent practical experience
- 3+ years’ practical experience in corporate legal affairs, compliance, or internal audit
- Experience reviewing and drafting contracts (primarily in Japanese)
- Ability to clearly explain laws and guidelines to internal team members
- Basic PC skills (Word, Excel, PowerPoint)

People Skills

- Team-oriented and able to collaborate in a small-team environment
- Able to communicate smoothly with sales and other departments
- Proactively able to identify issues, organize challenges, and propose solutions
- Flexible and responsible, able to adapt to changes in a fast-paced workplace

Additional Preferred Skills

- Legal qualifications (domestic or overseas)
- Privacy-related certifications such as Privacy Mark or Personal Information Protection Officer
- Internal control certifications such as Internal Audit, CISA, CIA
- Legal experience in SaaS, IT services, or advertising/data-related businesses
- Experience reading and drafting contracts in English

会社説明