Legal Researcher for Global Law Firm

募集職種

人材紹介会社
ALBERTO株式会社

採用企業名
International Law Firm

求人ID
1571482

業種
法律事務所

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, 千代田区

給与
750万円 ~ 1200万円

ボーナス
固定給+ボーナス

更新日
2026年11月28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
ネイティブレベル

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

This role supports lawyers and business teams across the Asia-Pacific region and a global network of offices. The focus is on providing legal, company, and market research, as well as sharing useful information and insights to support client work. The role works closely with regional and global research colleagues and knowledge professionals to deliver practical and reliable support on regional and cross-border matters.

Responsibilities

- Provide legal, company, and market research support to lawyers and internal teams across multiple regions
- Manage and prioritize research requests through a central request system, working with global research colleagues

- Use subscription databases and online resources efficiently and cost-effectively
- Prepare and distribute legal updates, news alerts, and current awareness materials
- Conduct company searches and research transaction and deal information to support corporate work
- Monitor legal, regulatory, and industry developments and produce reports and alerts as needed
- Deliver training and onboarding on research tools and systems, and support junior team members
- Liaise with local information providers and assist with access to research resources

スキル・資格

Requirements

- 3–5 years of research experience, preferably in a law firm, court, or professional services environment
- Candidates from outside the legal industry are welcome, including qualified lawyers interested in research-focused roles
- Native-level Japanese and fluent business English
- Strong experience with Japanese (Bengoshi) legal research; knowledge of English law or other Asian jurisdictions is a plus
- Experience with market or industry research is an advantage
- Skilled in using legal and business research databases and effective search methods
- Good understanding of market and industry research related to corporate and finance matters
- Strong organizational skills, with the ability to manage multiple tasks and work independently
- High attention to detail and accuracy in a fast-paced, collaborative, multi-office environment
- Clear communicator with a service-oriented mindset and flexibility in working style

会社説明