



【Legal Specialist】 @ World's Largest Insurance Company

募集職種

人材紹介会社
株式会社SPOTTED

求人ID
1574916

業種
生命保険・損害保険

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

給与
900万円 ~ 1200万円

更新日
2026年01月27日 12:21

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

The Compliance Specialist will join the Japan Compliance Department and play a key role in enhancing and operating the firm's compliance framework. The position has a strong focus on personal information protection, regulatory reporting, and investigations related to misconduct involving employees and intermediaries. The role also involves close coordination with Japanese supervisory authorities and overseas compliance stakeholders.

Key Responsibilities

- Ensure compliance with applicable laws and regulations; establish, maintain, and manage internal policies and rules
- Plan, draft, and implement initiatives to promote personal information protection across the organization
- Investigate inappropriate conduct, including personal data incidents, and prepare regulatory notifications and reports
- Manage communications, notifications, and reporting to supervisory authorities and industry bodies
- Prepare reports and coordinate closely with global compliance counterparts
- Plan and deliver compliance training for employees
- Develop compliance programs and objectives, and track implementation progress
- Support compliance-related meetings and manage follow-up actions

- Operate the Compliance Committee secretariat
- Plan and conduct Compliance Assurance Reviews
- Support initiatives related to financial crime prevention, anti-social forces, and sanctions compliance

スキル・資格

Required Qualifications

- **Mandatory:** Knowledge of Japan's Act on the Protection of Personal Information (APPI)
- At least 1 year of experience in one or more of the following areas:
 - Planning or implementing personal information protection initiatives
 - Responding to personal information incidents or data breaches
 - Advising on personal information protection laws (including experience at a law firm)
 - Strong motivation to expand knowledge and independently research unfamiliar regulatory areas
 - Strong analytical skills, with the ability to organize information, identify key issues, define problems, and propose solutions
 - Strong communication skills and ability to build effective relationships with internal and external stakeholders
 - Knowledge of insurance-related laws, regulations, products, and administrative practices
 - Ability to read and interpret laws, regulatory guidance, administrative documents, and internal policies
 - Ability to draft reports in English

Benefits & Work Environment

- Five-day workweek (Saturday and Sunday off) and public holidays
- Annual paid leave, summer vacation, year-end and New Year holidays
- Special leave (e.g., anniversary leave, health check leave)
- Full social insurance coverage
- Full transportation expense reimbursement
- Employee savings plan and employee share ownership plan
- Defined contribution pension plan
- Flexible work arrangements, with a strong remote-work culture

会社説明