



PR/087262 | Japanese Bilingual Legal and Compliance Analyst

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1583856

業種

法律事務所

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2026年04月21日 13:00

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

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

COMPANY OVERVIEW

A Japanese company is seeking a Japanese Bilingual Legal and Compliance Analyst.

RESPONSIBILITIES

- Support the Company's Legal & Compliance function by leading the implementation and ongoing development of compliance programs.
- Oversee master data management and providing paralegal support to the Legal & Compliance team.
- Regular in-person work at the assigned office and reports to the General Manager of the Legal & Compliance Department and Chief Compliance Officer.

REQUIREMENTS

- Minimum 4 years' experience preferable.
- Proficient in SAP, Concur, Microsoft Office (e.g., Microsoft Word, Microsoft Excel, and Microsoft PowerPoint).
- Japanese language skills required.
- Paralegal certificate preferred, or interest in obtaining paralegal certificate.
- Prior compliance experience preferable.
- Ability to demonstrate flexibility and work as a member of a team.

- Must possess strong analytical skills, meet deadlines and maintain confidential information.
- Demonstrate a cooperative attitude, strong verbal and communications skills with clients and co-workers.

SALARY & Benefits

USD \$80,000 - \$100,000 DOE and discretionally bonus with full benefits

OTHERS

Employment Type: Full-Time, Exempt

Work Location: New York (Midtown)

Work Arrangement:

On-site five days per week with flexible hours

Remote work available up to two days per month

#LI-JACUS #LI-US #countryUS

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会社説明