



【Global Role】 Compliance Core Member | Law degree preferred

募集職種

採用企業名

株式会社 ジェイ エイ シー リクルートメント

求人ID

1586322

業種

人材紹介

会社の種類

大手企業 (300名を超える従業員数)

外国人の割合

(ほぼ) 全員日本人

雇用形態

正社員

勤務地

東京都 23区, 千代田区

最寄駅

都営三田線、 神保町駅

給与

400万円 ~ 700万円

ボーナス

固定給+ボーナス

勤務時間

9:30~17:30(休憩時間60分)、フレックスタイム制あり (コアタイム11:00~16:00)

休日・休暇

完全週休二日制 (土・日曜)、祝日、夏季休暇、年末年始休暇

更新日

2026年05月08日 14:00

応募必要条件

職務経験

1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

日本語N1レベルを求める

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

◀Role Highlights & Responsibilities▶

- Engage in global legal operations at a Japanese multinational company.
- No prior experience required — opportunities include drafting and reviewing English contracts, as well as planning and promoting internal compliance initiatives.
- As a legal professional supporting a company operating across 12 countries and 36 locations, you will gain broad exposure and build a strong, versatile career.

Responsibility

To ensure continued business growth, our organizational goal is to build an effective compliance system and create a foundation for appropriately controlling risks across the entire group. Working in collaboration with other team members, you will be responsible for reviewing and drafting contracts, promoting internal compliance and providing employee guidance, and handling disputes.

Job Description...

1.Reviewing/Drafting Contract

- Reviewing/Drafting English Contract or Memorandum related to Recruitment Business (Monthly Compliance review request: 60-100 cases)
- Main duty shall be reviewing/drafting contracts.
- Communicating with Consultant regarding to the contract/memorandum reviewing/drafting in English.
- Approximate number of contract review/draft cases per month:20-40 cases
- Review/Draft of Purchase Agreement related document. (Monthly Compliance review request:60-100 cases)
- Contract review/draft on matters related to IT system, employee recruitment, Jon posting, or drafting/reviewing contracts related to outsourcing within the group company or external sources.

2.Promoting Corporate Compliance

- Assisting employee (20-30 advising cases per month).
- Cooperate with Manager to assist and educate employee depending on each individual cases.
- dvising employee on concerns with various laws (Employment Security Act, Labor Laws, Act on the Protection of Personal Information and etc.)
- Cooperate with Manager and related division to consider, plan, and create In-House Compliance training materials.
- Operate In-House Compliance training/seminar.

3.Protection of Personal Information

- Creation, management, and monitoring of privacy policies and terms of use for group companies, including those in Japan and monitoring of relevant laws and regulations.

4.Regulation monitoring, license management, and government compliance.

- Monitoring of laws and regulations concerning paid employment placement and related services in various countries, including Japan.
- Filing notifications with the relevant government agency and responding to audits based on a paid employment placement license.

5. Legal consultation regarding internal business matters.

<Hiring Rationale>

Our division is working to strengthen its legal and compliance functions, which extend beyond domestic operations to encompass the entire group of companies. A key role of our team is to organize legal and compliance issues from a group-wide perspective and, in collaboration with each company and division, to achieve both business growth and risk control. Against this backdrop, our English service team is recruiting for this position with the aim of creating a system that supports the business growth of the entire group, both domestically and internationally, from a legal and compliance standpoint, particularly in our core business of recruitment placement. This position requires the use of both Japanese and English in daily communication, so business-level or higher proficiency in both Japanese and English is essential.

Employment Type

Full-time (6-month probation period)

Salary

Base annual salary: JPY 4,000,000 – 6,300,000
 Monthly salary: JPY 333,334 – 525,000
 (Base monthly salary: JPY 233,330 – 367,500 + fixed overtime allowance)
 Bonus: Twice a year (July and January)
 Performance-based bonus awarded twice a year based on evaluation results

Location

Tokyo Head Office
 Jinbocho Mitsui Building 14F,1-105 Kanda-Jinbocho, Chiyoda-ku, Tokyo

Access:5-minute walk from Jinbocho Station

Benefits & Welfare

- Full social insurance coverage (Health insurance, Employees' pension, Employment insurance, Workers' compensation)
- Group life insurance (fully covered by the company)
- Retirement plan (defined contribution pension)
- Childcare leave / Family care leave programs
- Childcare allowance program
- Accumulated paid leave system
- Employee stock ownership plan
- Long-service award program
- Lunch subsidy And more

スキル・資格

【Required Experiences】

- No prior experience required (For those with legal work experience, compensation will be determined based on experience and skills).

★For those with no prior experience, you must meet one of the following criteria: 1. If you meet either of the following conditions ① or ②.

- ① Individuals who have graduated from university or graduate school and possess strong logical thinking skills.
- ② Applicant who has basic legal knowledge.

【Required skills/Knowledges】

- We are looking for someone who can communicate flexibly and adapt to changing situations, and who can work collaboratively with other team members.
- Business-level or higher English proficiency (English proficiency sufficient to review and draft English contracts), and for non-native Japanese speakers, business-level or higher Japanese proficiency.
- Individuals with a proactive mindset for acquiring legal knowledge

【Preferable】

- Knowledge related to Employment Security Act, enforcement regulations, and Notification of the Ministry of Health, Labor and Welfare of Japan.
- At least two years of experience working at a law firm or in corporate legal division.
- Persons with legal qualifications such as lawyers, judicial scriveners, and social insurance attorney.
- Knowledge of global data protection regulations

【Expected Traits and Actions】

- High awareness of legal compliance
- Persuasive adjustment ability
- To persuade stakeholder who has different benefits and position and protect company and employees from violating legal matters.
- To be able to convince when giving instructions.
- Absolute confirmation ability.
- To avoid Compliance Violation or to avoid conflict of interest, if the document is abstract, examine thoroughly and in great dept.
- Not just for the Compliance matter but to pay attention for the changes in conditions of transaction and protect Company's interest.

Selection Process

Document screening → 2-3 rounds of interviews → Offer

Note: An online aptitude test will be conducted.

Additional Information

- Start date will be determined upon consultation.
- Please note that application documents will not be returned.

会社説明