Corporate Paralegal II

Preeminent, global law firm

募集職種

採用企業名
ロープス＆グレー外国法共同事業法律事務所

求人ID
1586418

部署名
Legal Services

業種
法律事務所

雇用形態
正社員

勤務地
東京都 23区, 千代田区

最寄駅
丸の内線駅

給与
800万円 ~ 経験考慮の上、応相談

勤務時間
10：00 ~ 18：00 (休憩1時間)

休日・休暇
完全週休二日制 (土日祝)

更新日
2026年11月02日 03:00

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
流暢レベル

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

Ropes & Gray

Ropes & Gray is a pre-eminent global law firm with a 150-year heritage of providing the highest-quality advice on critical

legal and business needs. Our global team of 2,500 talented professionals regularly helps clients meet high-stakes challenges, solve complex problems, and achieve key goals.

The firm maintains a culture of collaboration, with colleagues frequently working together across our global office network. The firm has offices in New York, Washington, D.C., Boston, Chicago, San Francisco, Silicon Valley, London, Paris, Milan, Hong Kong, Singapore, Seoul, and Tokyo.

Many of the world's most respected companies and institutions are long-term clients. We work with global industry leaders, start-ups, financial institutions, hospitals and health care organizations, colleges and universities, investment firms, and individuals, among other clients.

We are currently looking for a Corporate Paralegal to join our Tokyo office. The Corporate Paralegal participates as a team member and assists attorneys and legal professionals in the Tokyo office. The person in this role will work directly with international clients, financial institutions, outside legal counsel, etc., and will assist with the retrieval, drafting, and coordination of corporate documents. The incumbent will assist in the compiling of closing binders and other legal sets. The person in this role will require flexibility for overtime work.

Corporate Paralegal

ESSENTIAL FUNCTIONS:
• Support the execution of domestic and cross-border corporate and finance transactions.
• Prepare, organize, and manage transaction documentation, including execution versions, signature page packets, and closing sets, ensuring accuracy and consistency across all materials.
• Coordinate document execution processes, including managing signature page circulation, preparation of resolutions and simple agreements, and overseeing notarization and legalization requirements, if any, with relevant Japanese authorities.
• Coordinate with internal teams and external stakeholders—including attorneys, clients, financial institutions, notaries, and regulatory offices—to facilitate efficient deal progression and timely closings.
• Manage document flow and version control across multiple parties and jurisdictions, maintaining clear, auditable records throughout the transaction lifecycle.
• Maintain and update transaction trackers, data rooms, and internal systems to ensure accurate, real-time visibility into deal status and execution readiness.
• Support post-closing processes, including the compilation of transaction bibles and distribution of fully executed documentation.
• Support bank account and securities account opening processes and prepare various bank forms for execution of wiring processes.
• Ensure compliance with Japan-specific execution formalities, including notarization, certification, and filing requirements, as applicable to each transaction.
• Identify opportunities to streamline transaction and execution processes, improving efficiency while maintaining strict accuracy and control standards.
• Communicate effectively in both Japanese and English to support cross-border deal teams and ensure alignment across stakeholders.
• Perform other work-related duties as assigned by attorneys, other corporate paralegals, and individuals within the corporate management structure.

スキル・資格

Requirements:
• Fluent language skills in English and Japanese.
• Diploma or degree holder.
• Two to five years of prior experience working as a legal assistant with an international law firm.
• Familiarity with supporting corporate financing transactions is a plus.
• Ability to maintain strict confidentiality of the firm's internal and personnel affairs and client information, and adhere to ethical rules of the paralegal position.
• Ability to collaborate effectively and professionally with clients and all levels of personnel, as well as manage and lead a team.
• Positive and proactive attitude and approach.
• Willingness to serve attorneys and clients.
• Ability to prioritize assignments and create high-level work product within short time frames.
• Ability to delegate as necessary with successful results.
• Ability to anticipate problems and issues and exercise independent judgment in decision-making.
• Commitment to professional development by seeking feedback and learning new skills.
• Ownership of deliverables with accountability.
• Extensive knowledge of MS Word, Excel, and Adobe Acrobat.
• Ability to work effectively in a multi-office, culturally and educationally diverse environment.
• Ability to work overtime.

We offer a 5-day work week and a competitive salary and benefits package. Ropes & Gray is an equal opportunity employer.

The incumbent is expected to work the hours necessary to fulfill the responsibilities of the position. The above job description is intended to describe the general content and requirements of this role. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements. Firm management reserves the right to amend and change responsibilities to meet business and organizational needs.

会社説明