



Inhouse Paralegal at global brand

企業内パラリーガルポジションです

募集職種

人材紹介会社
ALBERTO株式会社

求人ID
1591396

業種
アパレル・ファッション

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
450万円 ~ 650万円

ボーナス
固定給+ボーナス

勤務時間
10:00-18:00

休日・休暇
土日祝日

更新日
2026年05月25日 00:00

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

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

Key Responsibilities:

- Contract Lifecycle Support (契約管理業務)

- Perform preliminary reviews of contracts received from local teams
- Assist in ensuring contract terms are aligned with the underlying business rationale
- Prepare contracts and coordinate submission for HQ Legal review
- Facilitate alignment between HQ legal requirements and local business expectations
- Confirm that all agreed amendments are properly incorporated into final contract documents
- **Contract Database & Documentation Management**
 - Maintain and regularly update the contract management database
 - Oversee storage of original contracts and related document control processes
 - Monitor contract renewal schedules and key contractual commitments
 - Proactively coordinate with relevant stakeholders on required contractual follow-up actions
- **Governance & Compliance Support**
 - Assist in preparing documentation and materials for BoD approvals
 - Support preparation of documents required for audits and compliance reviews
- **GA Facility Management**
 - Handle procurement and inventory management of office supplies and equipment
 - Liaise with building management and external service providers
 - Provide support for general administrative operations and associated tasks
- **Coordination With Procurement**
 - Work closely with the Procurement team in the review, verification, and execution of contracts
- Any Other Duties Related The Role As Assigned

※主にオフィス勤務となります。

スキル・資格

- 3 years of experience in legal operations, contract administration, or related field is preferred
- Business-level English
- Strong attention to detail in documentation management
- Ability to manage multiple tasks and deadlines
- Strong coordination and communication skills

ご興味・ご質問がありましたら、担当の綿引（080-4462-7881、ai@alberto-recruitment.com）までお気軽にご連絡くださいませ。

For further details and a confidential discussion, please contact Ai directly on 080-4462-7881 or at ai@alberto-recruitment.com

会社説明