Executive Director - Head of Legal & Compliance

Senior leadership role for Japan/APAC

募集職種

人材紹介会社
ALBERTO株式会社

求人ID
1594839

業種
その他（メーカー）

雇用形態
正社員

勤務地
東京都 23区

給与
2000万円 ~ 3000万円

更新日
2026年11月02日 03:00

応募必要条件

職務経験
10年以上

キャリアレベル
エグゼクティブ・経営幹部レベル

英語レベル
流暢レベル

日本語レベル
ネイティブレベル

最終学歴
大学院卒： 修士号/博士号

現在のビザ
日本での就労許可が必要です

募集要項

This is a senior leadership role and offers the rare opportunity to cover legal functions in Japan and other APAC markets, for a multibillion dollar organisation. You will be an integral part of the business leadership team and report internationally to a global general counsel.

Legal

- Oversee the delivery of legal services across the region, serving as the primary legal contact for business units and senior management
- Provide counsel on all major transactions - including M&A, joint ventures, and divestitures - and advise on regulatory and legislative developments with material business impact
- Manage corporate records and governance processes, including board and shareholder meeting documentation and commercial register filings
- Direct litigation strategy and claims management, and oversee external counsel relationships with a focus on cost efficiency and process compliance

Compliance

- Lead the regional compliance function as Regional Compliance Officer and chair the Regional Compliance Committee
- Drive implementation of the company's ethics and compliance program, including annual risk assessments, policy development, and training initiatives
- Monitor regulatory changes and ensure employees understand and adhere to applicable policies. Manage the full lifecycle of compliance investigations - from intake through resolution - and maintain reporting channels that support confidentiality and non-retaliation
- Report regularly to senior leadership on compliance activity and program effectiveness

For a detailed discussion, please contact Andrew directly, and strictest confidence, at andrew@alberto-recruitment.com

スキル・資格

Successful candidates will have the following background and credentials:

Academic Background & Credentials

- Holds a law degree from a recognized institution and is licensed to practice in Japan
- Advanced compliance certification is a plus
- Postgraduate legal education (e.g., LL.M.) from an English-language institution is advantageous
- Minimum of 10 years' legal practice, either at a law firm or as in-house counsel within a multinational organization
- A track record spanning both private practice (law or consulting firm) and corporate environments is highly desirable
- Prior experience in a compliance-focused role is a strong asset
- Native-level proficiency in Japanese with business-level English, spoken and written
- Excellent ability to draft legal documents and deliver clear, compelling presentations
- Proficient in standard business software including word processing, email, and presentation tools

会社説明