



PR/118599 | Legal Administrator (1 year contract)

### 募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1599850

業種

小売

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2026年06月26日 12:01

### 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

流暢

日本語レベル

無し

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

We have a brand new role! This role supports a regional legal function within an international organisation. The position focuses on improving legal workflow efficiency, managing documentation, coordinating contract processes, and providing administrative support.

Please note: this job is 1 year contract

Candidates must have experience with an in-house legal team.

### Key Responsibilities

- Coordinate contract circulation, signatures, and execution.
- Conduct initial checks of standard agreements using approved templates, escalating non-standard items.

- Identify missing information or inconsistencies in documentation.
- Maintain organised repositories of executed contracts and legal documents.
- Track key contract dates such as renewals and expirations.
- Manage intake and tracking of legal requests through internal workflows.
- Collect required information from internal teams and monitor progress of ongoing matters.
- Support the implementation and maintenance of legal operations tools and processes.
- Maintain legal templates, playbooks, and internal knowledge resources.
- Assist with preparing and formatting legal documents, reports, and meeting materials.
- Support routine corporate administrative and compliance tasks.

**Preferred Profile**

- 1–2 years of experience in legal operations, paralegal work, legal assistance, or contract administration.
- Experience supporting an in-house legal team or working in an international environment is beneficial.
- Strong organisational skills, attention to detail, and a proactive, collaborative approach.
- Fluency in English.

Unfortunately no visa sponsorships available.

I look forward to your application!

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