Senior Information Governance Analyst 独占求人

募集職種

人材紹介会社
ALBERTO株式会社

求人ID
1603647

業種
ソフトウエア

雇用形態
正社員

勤務地
東京都 23区

給与
1000万円 ~ 1200万円

更新日
2026年10月30日 18:00

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
ネイティブレベル

日本語レベル
基礎会話レベル

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

Overview

Our client is seeking a Senior Information Governance Analyst to help manage its document and records management systems, support information governance initiatives, and work closely with IT and other business functions to improve the way information is stored, secured, and managed.

Key Responsibilities

- Manage document and records management systems, including iManage and physical records.
- Support document migrations, file transfers, and data management projects.
- Assist with information governance policies, records retention, and compliance.
- Provide training and support to end users on document management best practices.
- Work with IT to enhance document management technology and implement new solutions, including AI tools.
- Lead or support information governance and technology projects.
- Produce reports, analyse data, and recommend process improvements.
- Support Microsoft 365 applications, including OneDrive, Teams, Outlook, and SharePoint.
- Collaborate with global teams to ensure information is managed securely and efficiently.

Requirements

- 5+ years' experience in Information Governance, Records Management, Document Management, Legal Technology, or Knowledge Management within a professional services or financial services environment.
- Experience with iManage is highly preferred.
- Strong understanding of document management systems and information governance principles.
- Experience with Microsoft 365 applications.
- Strong analytical, project management, and stakeholder management skills.
- Excellent communication skills with a customer-focused approach.

This is one of several exclusive legal opportunities we're currently handling in Tokyo and the nearby areas. For a confidential conversation about this role or others, reach out to Nate directly at nate@alberto-recruitment.com or call 080-7456-5089.

会社説明