

Business Coordinator

募集職種

人材紹介会社
株式会社 JAC International

採用企業名
グローバルB2C企業

求人ID
1614109

業種
小売

会社の種類
中小企業 (従業員300名以下) - 外資系企業

雇用形態
正社員

勤務地
東京都 23区, 港区

給与
400万円 ~ 600万円

ボーナス
固定給+ボーナス

更新日
2026年11月13日 20:00

応募必要条件

職務経験
1年以上

キャリアレベル
新卒・未経験者レベル

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

- Coordinate the end-to-end contract process, including document preparation, internal review, approvals, execution, and filing.
- Act as the primary point of contact for contract administration and related business support across the organization.
- Liaise with internal stakeholders, external partners, legal advisors, and global teams to ensure timely completion of contracts and business documentation.
- Manage and maintain contract records and documentation within internal contract management systems, ensuring accuracy and compliance.
- Prepare, review, edit, and maintain confidential business documents, agreements, reports, presentations, and meeting materials in both Japanese and English.

- Support bilingual communication by assisting with document translation, proofreading, and stakeholder coordination when required.
- Provide guidance to employees on contract-related processes, documentation standards, templates, and internal systems.
- Assist with legal, compliance, and corporate governance initiatives by maintaining documentation and supporting cross-functional projects.
- Coordinate approval workflows, track outstanding actions, and ensure all required documentation is completed and properly archived.
- Support senior leaders with document execution, business correspondence, meeting coordination, and other administrative activities while handling sensitive information with a high level of confidentiality.
- Contribute to process improvements that enhance efficiency, consistency, and compliance across contract management and administrative operations.
- Build strong working relationships with local and international stakeholders to facilitate effective collaboration across functions.

スキル・資格

Up to two years of experience in legal operations, contract administration, paralegal work, executive support or business coordination

Fluent written and spoken Japanese and English

Confidence working with both legal and business stakeholders

Strong accuracy and attention to detail when handling confidential documents

Ability to manage multiple priorities and meet demanding deadlines without compromising quality Strong organisational, prioritisation and time-management skills

Ability to work autonomously and take initiative in a fast-paced environment

Advanced skills in Microsoft Word, Excel, PowerPoint and Outlook

Clear written and verbal communication, with strong grammar, spelling and listening skills

A collaborative, adaptable and dependable approach, with integrity and an eagerness to learn

会社説明