



## Senior Manager, Legal / Compliance &amp; legal specialist

Leading Global firm / 2 positions

## 募集職種

人材紹介会社

株式会社SK Global

採用企業名

Global firm

求人ID

1151449

部署名

(2 locations in japan ) ( multiple positions in different industries )

業種

その他 (金融)

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

日本

給与

1000万円 ~ 2500万円

更新日

2024年04月24日 03:00

## 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

流暢

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 ( multiple positions in different industries )

Urgently looking Senior Manager, Legal / Compliance Officer &amp; legal specialist

Mid- to Senior level attorney responsible for all legal matters in Japan. This position reports to the Chief Operating Officer based in Japan.

The successful candidate will be diligent, self-motivated and proactive, able to handle and prioritize time-sensitive projects in a dynamic and fast-paced environment, and have demonstrated excellent legal skills, business judgment, strategic thinking and the ability to work independently and in team settings. Responsibilities:

- Provide legal support to the Company, including: Drafting, reviewing and negotiating a wide variety of contracts with suppliers, vendors and consultants. Advising and providing legal support to corporate business units, including accounting, corporate finance, HR, marketing/sales, risk management and tax groups. Providing advice and guidance to internal clients with respect to drafting, negotiation and interpretation. Providing ongoing support for management of MCDR's joint venture structure, including board meetings, and the Company's compliance initiatives
- Prepare, review and negotiate agreements for the Company's properties, including:
  - o Reviewing, drafting and negotiating complex and sometimes multi-tiered and multi-jurisdictional customer or vendor agreements, including leases, licenses and service agreements and associated transactional documents, from standard templates and third-party forms.
  - o Supporting contract reviews and maintenance of customer agreement database as needed.
  - o Providing legal support to portfolio management and property operations teams, including day-to-day matters (tenant inquiries and audits) and more significant projects.
- Provide support to the acquisitions and investments teams on potential transactions.
- Manage outside counsel effectively and efficiently.
- Work closely with senior stakeholders in the Company, including members of MCDR's leadership team and the business and legal leadership of MCDR's shareholders,
- Support the continuous improvement of standard forms and the development and improvement of policies and procedures.
- Execute assigned projects, including the development and implementation of processes, as determined by the needs of the business.

---

## スキル・資格

- 5 – 10+ years of corporate law experience, including in-house experience.
- Excellent drafting, negotiating, writing, speaking and analytical skills.
- Experience in transaction and document management.
- Ability to identify and research legal risks and issues, and effectively counsel clients
- Flexible team-player with excellent interpersonal and communication skills, both written and verbal.
- Law degree strongly preferred
- Experience in tax or compliance is a plus.
- Highly organized with strong attention to detail.
- Self-motivated, independent and able to handle and prioritize time-sensitive projects.

---

## 会社説明

### ABOUT US

**Legal Job Seeker** was established to offer the best possible service to the **Legal / IP** and **IT** business community in Japan. We are able to deliver excellent results to both our clients and our candidates and our focus being on excellent quality, professionalism and sincerity. We strongly believe that we have the expertise and knowledge to introduce the best people to fill **legal & IP** positions in Japan. Our team has an excellent in depth knowledge of the Japan job market to source the right candidates for high performance.

### Career Advice

We promise to help you through the process of finding your next position. As a candidate you will receive genuine advice and assessment. We will market your skills the best way we know how, guide you through your interviews and give you our best advice possible. We will only submit your resume to a client with your knowledge and agreement. In short, making a career move is one of the most important decisions you may face, and we promise to guide you through every step of the way and maintain a professional and courteous manner, no matter what your decision may be.

### About Legal Job Seeker

**LJS is a division of a team of experienced, talented legal recruiters who are committed and dedicated to the search and placement of qualified Patent Attorneys , Lawyers and qualified legal and compliance professionals with a strong interest in the legal area, as well as supporting placement into international patent and law firms. Our company holds an impressive track record of successfully completing a large number of legal and compliance searches for both our International and Japanese clients based in Tokyo. Our knowledge of the industry, specialist recruitment methodology and our approach to recruitment has made us uniquely special from other agencies to ensure that we deliver the best results for our clients and candidates.**

**Our Approach Commitment to Excellent Service**

Our company is committed to providing an excellent and personal service to both our clients and candidates. We believe that every hiring decision impacts all areas of peoples lives and therefore we are extremely careful in our recruitment approach and placements. Our philosophies regarding recruitment are as follows.

**Honesty Innovation Commitment Accountability Professionalism Service and Team work**

We at **LJS** work collectively to deliver service we can be proud of, and are able to deliver results in the shortest period of time. Whether you are looking for talented individuals to join your team, or a brand new challenge yourself, we promise to deliver the best possible service we can.

**Our Area of Expertise**

We aid, assist and work with both Japanese and International clients who are looking to hire qualified individuals in both Japan and overseas and non- qualified **legal & IP** professionals. Our area focuses on mid to senior level **legal & IP** positions in Tokyo and covers all levels of seniority.