

Job Detail

Staff Level

Position Title	[Legal Assistant/Game Industry] English required/Working on Disney's official avatar app!
Recruiter Company	INBOUND TECHNOLOGY CO.,Ltd / インバウンドテクノロジー株式会社
Company Name	Company name is private
Activated / Updated	2024-04-29 / 2024-05-06
Job Type	General Affairs/HR/Legal - General Affairs Legal/Patent - Legal Support Legal/Patent - Legal (Documentation)
Industry	Games
Location	Asia Japan Tokyo
Job Description	<p>◆We are working on many smartphone games! ◆Creating Disney's first official avatar app!</p> <p>[Applicable job type] We are looking for someone who can handle back office matters in our NY office!</p> <p>【job description】 ○Human resources related ▼Creating a new employment contract Obtain information from the president of Cocone NY (job content, contract period, compensation, assigned project/ratio, personal information) Communication with employees</p> <p>▼Creation/update of business outsourcing contract (contents are same as above) ▼Human resources related cost management When, to whom, and how much to pay Proportional cost burden among group companies ▼Onboarding Create an account Employee communication</p> <p>○Workflow input ▼Contracts with external companies (including outsourcing) ▼Payment application</p> <p>○Communication with existing external vendors ▼Outsourced office management services for US corporations (registration renewal, WeWork, etc.) ▼U.S. Attorney's Office (Japanese available)</p>
Company Info	<p>◎Use your language! ◎Many foreign nationals are active!</p>
Working Hours	<p>We have introduced a flextime system.</p> <ul style="list-style-type: none"> • Applicable hours: 7:00-20:00 • Core time: 11:00-16:00
Qualifications	<ul style="list-style-type: none"> • Back office work experience in Japanese and English • Business level English and Japanese skills
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 4000K - JPY 5500K
Job Contract Period	full-time employee
Nearest Station	Wakabayashi Station

