

Job Detail

Staff Level

Position Title	[Legal/General Affairs] Foreign-affiliated venture company/Use your English skills (remote possible) <side job possible>
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 / 2024-05-13
Job Type	General Affairs/HR/Legal - General Affairs Legal/Patent - Legal (Contract Management)
Industry	Medical/Healthcare Services
Location	Asia Japan Tokyo
Job Description	<p>■Company overview We are an Animal Health Tech company founded in Singapore in April 2019 with the purpose of "Pet to Partner: Creating a society where people and pets can live happily."</p> <p>■ Business content You will work with the Manager to perform the following tasks:</p> <ul style="list-style-type: none"> • Legal services (contract creation, contract management, business partner checks, etc.) • General affairs (asset management, equipment management, etc.) • Management of board of directors meetings and preparation of minutes • Legal DD in M&A • Introduction of legal and general affairs functions at group-affiliated veterinary hospitals
Company Info	<p>◎ Remote work 2 times a week OK ◎Use your English!</p> <p>▼Industry market size The global pet market is worth approximately 15 trillion yen. This is expected to double to approximately 30 trillion yen by 2030, as the number of pets kept increases with population growth and economic growth, and the amount spent on each pet increases. Based on this, we have envisioned global expansion (mainly in Asia) since our founding. In particular, we see India as our most important market, as it has the highest growth potential.</p>
Working Hours	9:00-18:00 (break time: 60 minutes) *2 remote jobs per week OK
Qualifications	<p>■Required skills</p> <ul style="list-style-type: none"> • Experience in creating various contracts and minutes of various meetings • Work experience at a law firm or management department experience at a business company • Other experience similar to the above work content <p>■Welcome skills</p> <ul style="list-style-type: none"> • Experience in managing 3 or more subordinates • Experience in acquiring and operating personal information protection and information security (ISMS) • Legal DD and PMI experience • Support for various registration procedures • Creation of English contract • Those who can communicate in simple English <p>■The image of the person you are looking for</p> <ul style="list-style-type: none"> • People who are honest, honest, and have a strong desire to learn • Venture mind • Able to comprehensively understand legal risks and consult with experts such as lawyers in a timely and appropriate manner • As a playing manager, you can complete a series of tasks by yourself. • Ability to collaborate with business departments and build business from a legal

	<p>perspective</p> <ul style="list-style-type: none"> • Able to multitask multiple areas of legal affairs and general affairs • Not just processing, but also communicating smoothly with a high level of hospitality
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 3500K - JPY 6000K
Salary Description	<p>Fully equipped with social insurance</p> <p>Full transportation expenses (according to company regulations)</p> <p>education training</p>
Job Contract Period	Full-time employment
Nearest Station	Shinbashi Station