

Job Detail

Staff Level

Position Title	Legal Assistant 4~6M Yen!
Recruiter Company	Michael Page International Japan K.K./マイケル・ページ・インターナショナル・ジャパン株式会社
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-02
Job Type	Administrative - Secretary
Industry	Business Consulting
Location	Asia Japan Tokyo
Job Description	<p>Handle administrative tasks, assisting with document preparation, and general office management as a Legal Assistant.</p> <p>Description</p> <p>General office management</p> <p>Arranging internal and external events, seminars</p> <p>Handling HR affairs</p> <p>Monitoring office IT</p> <p>Profile</p> <p>Flexible and reliable person</p> <p>Great communication skills in Japanese and English</p> <p>Excellent time management and organisation skills</p> <p>Job Offer</p> <p>Holidays : end of year, new year holidays and summer holidays</p> <p>Generous paid leave</p> <p>Located in central Tokyo area</p> <p>International company environment</p> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Nana Koga on +813 6832 8663.</p>
Company Info	Work as an Assistant for one of the top largest international law firms in Japan.
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 4000K - JPY 6000K