



## Citigate Dewe Rogerson

### Senior Executive

#### Job Information

**Hiring Company**

Citigate Dewe Rogerson LLC

**Job ID**

1424057

**Industry**

Advertising, PR

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

July 9th, 2024 04:00

#### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

Citigate Dewe Rogerson is a global strategic communications consultancy delivering advice based on experience and insight. We work in partnership with companies and organisations to help manage their communications strategies, their relations with the media and their outreach to various stakeholders.

Since 1969 we have served the world's largest listed companies, start-ups, governments, asset managers, private equity funds, hedge funds, private banks, sovereign wealth funds and professional services firms wherever clear and persuasive communication is essential.

We have operated in Asia Pacific since 1989 and now have more than 80 people in Hong Kong, Singapore, Beijing, Shanghai, Guangzhou, Taipei, Tokyo and Kuala Lumpur working in a multi-lingual and multi-cultural environment. One of the most important aspects of our service is that we operate as one team across the region, so can offer all our clients seamless service across the eight markets, giving them flexibility and consistency in their communications.

As our business expands, we are recruiting motivated people to join our Tokyo office to work with multi-national clients in the following role:

**Job Title:** Public Relations Senior Executive

**Location:** Tokyo with a hybrid working style

**Job Overview:** The Senior Executive will support the daily management and execution of communication strategies for multiple public relations accounts.

**Responsibilities and Duties:**

- Assist in media monitoring and reporting and the drafting of necessary documentation for daily account management
- Assist in the drafting, translating, proofreading and distribution of press releases, media alerts and other assets necessary to communicate with a broad range of stakeholders
- Assist in the development and implementation of comprehensive public relations strategies for retainer clients and for short-term projects
- Coordinate scheduling and logistics for client meetings and interviews with the Japanese media
- Assist in the organization of events such as media roundtables, luncheons and dinners that connect clients with members of the press or other relevant stakeholders
- Conduct research about news trends, social media trends and trends in government regulations necessary to provide appropriate advice to our clients

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**Required Skills**

**Qualifications:**

- Bachelor's degree in a liberal arts discipline.
- Three to five years of working experience, preferably in public relations or marketing communications but not necessary.
- A native Japanese speaker with excellent verbal and written communication skills who is proficient in English.
- Ability to work well under pressure and meet tight deadlines.
- Strong interpersonal skills
- Proficiency in Microsoft Office applications.
- Knowledge of the financial services sector is a plus but not required.

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**Company Description**

**Standing alongside you to achieve your commercial ambitions**

CDR is a global strategic communications consultancy delivering advice based on experience and insight. We work in partnership with companies, organisations and individuals to help manage their reputation. Standing alongside our clients as custodians of their reputation is a privilege we will never take for granted.