



## Consultant, Strategy & Communications

### Job Information

#### Hiring Company

Teneo

#### Job ID

1478541

#### Industry

Advertising, PR

#### Company Type

Large Company (more than 300 employees) - International Company

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards, Shibuya-ku

#### Salary

Negotiable, based on experience

#### Refreshed

July 12th, 2024 02:00

### General Requirements

#### Career Level

Entry Level

#### Minimum English Level

Fluent

#### Minimum Japanese Level

Native

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

#### Consultant, Strategy and Communications – Tokyo

##### The Opportunity

As Teneo continues to grow its operations in Asia-Pacific, we are looking for a high calibre candidate to join our dynamic and professional Strategy and Communications team as a Consultant based in Tokyo.

As a Consultant, you will be responsible for providing the highest quality of research and insight to support our advisory offering to our diverse set of clients. You will support a wide range of activity including narrative development, financial communications, restructurings and M&A transactions, shareholder activism, crisis management, media relations, ESG, government relations, and corporate governance.

This is a unique opportunity for a driven, self-motivated candidate to develop a successful career in a dynamic, growing international advisory company.

##### Responsibilities:

As a Consultant with the Strategy and Communications team, your role will include:

- **Research and analysis** – conduct desktop research and analysis to understand market, geopolitical and/ or business trends. Prepare reports presenting findings and insights to support client advisory.
- **Media monitoring** – provide support on monitoring news and coverage relating to client activities or related fields of interest.
- **Media landscape scanning** – keep abreast of current trends, news, and developments in the media landscape. Build understanding and lists of media targets and influential journalists to support client account work.
- **Content development** – contribute to the creation of compelling and impactful content for various communications channels including traditional media, digital, and social media. Collaborate with colleagues to develop client ready documents e.g. presentations, reports.
- **Account support** – assist the wider account team in managing client relationship by providing support during client meetings, developing and maintaining client communication materials, taking notes, updating project trackers, and helping to ensure all client needs are met in a timely and outstanding manner.
- **Financial communications & investor relations** - research, ideation, messaging, content creation and copywriting. Support team in developing client ready documents e.g. presentations, reports, earnings releases, Q&A etc.
- **Supporting new business development** - supporting senior members of the team with new business proposals e.g. conducting research and developing insights to support the proposal building process.

Furthermore, you will be expected to:

- Build strong client and team relationships;
- Provide support and insight to your client teams, proactively highlighting opportunities, and potential areas of concern;
- Build a strong network of effective relationships internally and externally; and
- Proactively seek formal and informal learning and development opportunities to support your professional growth.

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## Required Skills

### Requirements:

- Bachelor's degree ideally in business, journalism, communications, public policy, finance or economics. A postgraduate degree is an advantage
- Entry level experience in corporate & financial communications, journalism, banking/financial services, management consulting or public policy is preferable;
- Possessing excellent verbal and written skills in English and native proficiency in Japanese is essential for this role;
- Familiar with social media platform management (LinkedIn, X, etc.) an added advantage
- Advanced Microsoft Office skills, including proficiency in PowerPoint and Excel
- International experience (study and/or work) a plus
- Have a strong appetite for geopolitics, macroeconomic/finance events
- Candidate needs to be confident, mature and outgoing. An entrepreneurial spirit, can-do attitude and being a team player is essential
- Must display a strong work ethic, high standards and commitment to the role

### About Teneo

Teneo is the global CEO advisory firm. We partner with our clients globally to do great things for a better future.

Drawing upon our global team and expansive network of senior advisors, we provide advisory services across our five business segments on a stand-alone or fully integrated basis to help our clients solve complex business challenges. Our clients include a significant number of the Fortune 100 and FTSE 100, as well as other corporations, financial institutions and organizations.

Our full range of advisory services includes strategic communications, investor relations, financial transactions and restructuring, management consulting, physical and cyber risk, organisational design, board and executive search, geopolitics and government affairs, corporate governance, ESG and DE&I.

The firm has more than 1,600 employees located in 40+ offices around the world.

### Our Commitment to Diversity & Inclusion

Teneo is an equal opportunity employer and promotes a diverse and inclusive workplace. Teneo considers all applicants without regard to race, colour, religion, creed, national origin, age, sex, marital status, ancestry, disability, gender identity, genetic information, or sexual orientation or any other status protected by applicable law.

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## Company Description