

BURBERRY

Public Relations Coordinator

ラグジュアリー/アパレル業界での経験のある方

Job Information

Hiring Company

[Burberry Japan K.K.](#)

Job ID

1489874

Industry

Apparel, Fashion

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

3.5 million yen ~ 5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

9:30~18:00 (フレックス制度あり)

Refreshed

November 20th, 2024 15:08

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation (Amount Used: English usage about 50%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

JOB PURPOSE

This role will be responsible for PR activities that is done for Burberry to create a bigger presence in the Japanese market.

RESPONSIBILITIES

- Manage the showroom, and handle the delivering and leasing of PR samples
 - Responsible for product press releases, giftings, and support other press activities, such as, global press release
 - Lead daily editorial outreach; pitching/seeking out editorial opportunities in-line with communications strategy
 - Communicate and build stronger relationship with press and stylists
 - Support coordinating and arranging the tasks related to events and runway show
 - Handle administrative tasks such as, invoice management, leasing list, reports
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Required Skills

QUALIFICATIONS

- Previous working experience as Public Relations (inhouse or in agency)
 - Microsoft Office Suite
 - Excellent communication and presentation skill
 - Outstanding organizational and time management skills
 - Fluent in Japanese and minimum business level English
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Company Description