



Marketing Communications Specialist / マーケティング コミュニケーション スペシャ

Global communication, marketing lead

Job Information

Recruiter

[Ahead Japan](#)

Hiring Company

Global robotics & technology company

Job ID

1496915

Industry

Other (Manufacturing)

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 9 million yen

Refreshed

November 14th, 2024 01:00

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

Reporting to the Communications Manager, you will work closely with members of various nationalities and backgrounds in their three offices in Japan, the US and Europe to drive communications activities. We're looking for highly motivated individuals with excellent attention to detail. Professional experience in marketing and communications is required.

Although remote work from home is possible, this position requires that you reside in Tokyo, Japan, as it will require you to work from the Tokyo headquarters and surrounding facilities.

Responsibilities

- Communication activities in Japan
 - Creation and distribution of press releases
 - Building relationships with various media in Japan, responding to inquiries, handling interviews, and confirming content for publication
 - Coordination with organizers and preparation of manuscripts and presentations for CXO speaking engagements
 - Organize and manage internal documents related to communication activities
 - Support the activities of the entire communications group, including coordination with vendors and internal processes related to communications activities
 - Gather information in collaboration with other departments within the company
 - Support for promotion and public relations activities of partner companies
 - Planning and management of media presentations
 - On-demand media management, especially the creation, editing, and posting support for SNS posts
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Required Skills

Required Skills and Experience

- At least 5 years of experience in PR/PR at a business company or PR agency
- Experience in media relations with Japanese media
- Experience in managing owned media
- Native level of Japanese proficiency
- Business level English proficiency
- Excellent written and verbal communication skills
- Experience in reading and writing communications on behalf of an organization, including writing and reviewing of official documents (company profiles, press releases, fact sheets, SNS content, etc.) and presentations to the media
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)

Desired Skills and Experience

- Experience managing multiple projects in a fast-paced environments
 - Working experience with Adobe Creative Suite
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Company Description