



Communications Specialist | 9M yen

Job Information

Recruiter

[iWill Capital G.K.](#)

Hiring Company

Our client is a leading robotic exploration company in Japan.

Job ID

1497079

Industry

Other

Company Type

International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 9 million yen

Refreshed

December 16th, 2024 00:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Job Summary: We are seeking a Communications Specialist with strong media handling experience to join our Communications Group at our Tokyo headquarters. This role is responsible for communications activities in Japan and offers a unique opportunity to work at the forefront of the evolving space business.

Key Responsibilities:

- Drive communication activities in Japan.
- Create and distribute press releases.
- Build relationships with various media in Japan, respond to inquiries, handle interviews, and confirm content for

- publication.
 - Coordinate with event organizers and prepare manuscripts and presentations for CXO speaking engagements.
 - Organize and manage internal documents related to communication activities.
 - Support the entire communications group, including coordination with vendors and internal processes.
 - Gather information in collaboration with other departments.
 - Support promotion and public relations activities of partner companies.
 - Plan and manage media presentations.
 - Handle on-demand media management, including creation, editing, and posting support for social media.
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Required Skills

Basic Qualifications (Required Skills / Experience):

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

Preferred Qualifications (Desired Skills / Experience):

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