

【Event Coordinator】 2 Days Work From Home

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Job Information

Recruiter
[Michael Page](#)
Job ID

1506219

Industry

Other

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 6 million yen

Refreshed

November 22nd, 2024 18:10

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

The Event Coordinator is responsible for planning, organizing, and executing seminars, workshops, and events, ensuring seamless logistics from start to finish. This role requires managing schedules, coordinating with stakeholders, and providing on-site support, with a strong focus on administrative tasks and effective communication with international teams.

Client Details

This global organization supports the semiconductor and electronics manufacturing supply chain by fostering collaboration and driving innovation. It provides workforce development programs, market intelligence, and advocacy to address industry challenges and future growth. By developing technological standards, it simplifies manufacturing processes and accelerates the time-to-market for new technologies. Additionally, its worldwide events and initiatives promote advancements in smart manufacturing, sustainability, and supply chain efficiency.

Description

- Strategically plan, organize, and oversee seminars, workshops, and events to ensure seamless execution from concept to completion.
- Provide comprehensive on-site support, including venue setup, reception coordination, and real-time troubleshooting during events.

- Manage scheduling and logistical arrangements for speakers, lectures, and other stakeholders to optimize event flow and efficiency.
- Act as a key liaison with committee chairs and standards development leaders, facilitating clear and professional communication with U.S.-based teams.
- Execute a variety of administrative tasks, including documentation, reporting, and ensuring compliance with organizational standards.

Job Offer

- **Semi-Flexible Work Schedule:** Enjoy the option to adjust your work hours, maintaining a balance between personal and professional life.
- **Work-from-Home Flexibility:** Work from home up to 2 days a week, offering a flexible approach to your work environment.
- **Career Development:** Opportunities for continuous learning and skill development to support your career growth.
- **Health and Wellness:** Comprehensive benefits that focus on your overall well-being, including mental and physical health.
- **Collaborative Environment:** Work alongside a dynamic team on impactful projects, contributing to industry innovation.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

Required Skills

- Proven experience in managing committees and projects, demonstrating strong organizational and leadership skills.
 - Proficient in Microsoft PowerPoint, Excel, and web conferencing tools, with the ability to adapt to new technologies.
 - Native-level Japanese proficiency with business-level English communication skills.
 - Strong facilitation skills, capable of leading productive consensus-building meetings of up to 10 participants.
 - Excellent communication abilities, both written and verbal, with attention to detail and clarity.
 - Able to prepare and present documents promptly and accurately, adhering to organizational guidelines and rules.
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Company Description

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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