



PR/117761 | [Game Company] JP/EN - Senior Business Support Manager

Job Information

Recruiter

JAC Recruitment UK

Job ID

1506782

Industry

Business Consulting

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

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General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title: Senior Business Support Manager

Job Type: Permanent

Location: London

Salary: Up to £65

Company

The company is a prominent global developer, publisher, and distributor of interactive entertainment for game consoles, PCs, handheld, and wireless devices. It has produced numerous games, including popular franchises. The company operates in the U.S.A, U.K, Germany, France, Hong Kong, Taiwan, and Japan, where its corporate headquarters are located.

Main Purpose of Job

The main responsibility of the Senior Business Support Manager is to coordinate between the company's European offices and its headquarters in Japan to ensure the effective execution of both physical and digital events. The postholder will also assist other Business Services team members with overall communication and facilitation between the European offices and the headquarters in Japan.

Main Responsibilities

- Leading the co-ordination and local execution of events, including real-world exhibition of games at conventions, and online digital events.
- Being responsible for communication between all relevant team members across the company's global companies (primarily between Japan and Europe) with the goal of efficient and transparent co-ordination of events.
- Developing detailed project plans that outline timelines, milestones, deadlines and resource allocation including budgets when appropriate.
- Communicating between stakeholders to ensure alignment and address any challenges.
- For physical events, co-ordinate logistics such as venue selection, vendor management, and technical requirements between local PR and marketing teams, and development and marketing teams in Japan.
- For digital events in particular, liaising between departments to set and efficiently follow asset approval, localisation and online streaming schedules, and acting as the central hub person for company's successful participation in and execution of digital events as part of a cohesive marketing strategy.
- Establishing event KPIs, collating relevant reporting data, and sharing across relevant teams.
- Continuously gather, analyse and share post-event feedback to inform future project planning and improvements, both within own team and across others.
- Manage the Business Services Administrator as part of the Business Services team structure, including working on KPIs and approving absences and expenses.
- Liaising with the finance team on reporting requirements.
- Facilitating visits from internal colleagues, press tours, events and business trips as required.
- Working proactively as a member of the Business Services team to cooperate with and support the other roles.
- Other duties as assigned by the heads of relevant business divisions or executives.

To perform other duties as and when required

Required Skills

- 5+ years' experience in the **video game industry** essential, ideally at a Japanese development studio in a bilingual role.
- Educated to bachelor's degree level, or similarly qualified by experience and ability.
- **Japanese language** skills to native speaker level.
- Excellent spoken and written **English language** skills.
- Experience with business EN/JP & JP/EN translation essential.
- Demonstrable project management skills essential.
- Experience in setup and installation of console and PC equipment for events, including build handling, an advantage.
- Excellent working knowledge of Microsoft Office (Word/Excel and PowerPoint).
- Able to demonstrate the ability to negotiate with various parties to bring about win-win situations.
- Experience managing direct reports an advantage but not essential.

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#citylondon

Company Description