

MichaelPage

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【フルリモートワーク】 Digital Marketing Coordinator @ 大手外資系企業

Digital coordinator

Job Information

Recruiter

Michael Page

Job ID

1526777

Industry

Software

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 7.5 million yen

Refreshed

March 17th, 2025 16:26

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

This position involves coordinating communication efforts between various stakeholders, including agencies, marketing teams, and internal departments. This is a full remote position.

Client Details

Our Client is a well-known multinational FMCG Company from US

Description

Coordination:

- Oversee digital projects from inception to completion.
- Collaborate with cross-functional teams to meet project milestones

Agency Communication:

- Serve as additional point of contact for external agencies.
- Facilitate clear and effective communication channels to ensure seamless collaboration.
- Coordinate project and updates, feedback, and deliverables.

Marketing Team Liaison:

- Collaborate closely with the marketing team.
- Assist in aligning marketing strategies with overall business goals.
- Contribute to campaign planning and execution.

Ticket Management:

- Create and track tickets for tasks.
- Ensure timely resolution of issues and follow-up on outstanding items.

Coordination Calls:

- Participate and eventually lead regular status calls with relevant teams.
- Address any operational challenges and provide updates.

Digital Asset Check:

- Coordinate digital asset reviews with the marketing team.
- Ensure compliance with brand guidelines and quality standards.

Loyalty Program Support:

- Monitor and support loyalty program activities.
- Ensure program integrity and member satisfaction.

Digital Content Support:

- Help curate and maintain digital content.
- Collaborate with content creators and designers.

Job Offer

- Great work life balance and full remote, competitive salary

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Tianhong Han on +813 6832 8977.

Required Skills

- Japanese Language: Fluent or native proficiency.
- English Language: business level
- Experience: Minimum 3 years of relevant experience in Japan in the area of digital marketing or contents, SEO

Company Description

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