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Marketing & PR Assistant - Luxury Brand

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Job Information

Recruiter
[Michael Page](#)
Job ID

1529059

Industry

Advertising, PR

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5.5 million yen

Refreshed

March 25th, 2025 16:17

General Requirements

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

We are seeking a diligent and creative Marketing & PR Assistant to support our marketing team and boost our brand presence. The successful candidate will have a passion for marketing and the luxury accessories industry, with a focus on implementing and tracking marketing and PR campaigns.

Client Details

Our client is a well-established large organization in the luxury industry. They are recognized for their premium products and commitment to innovation. Headquartered in Europe, they have a global presence and are renowned for their strong brand and exceptional customer service.

Description

- PR related: Correspondence of phone calls, visitors (pick-ups and drop-offs) and e-mail inquiries.
- Compiling PR report with PR monitoring including print, digital and social media.
- Preparation for PR materials, press release and events.
- Attend and support events.
- Press list management.
- Liaison with boutiques for press samples.

Job Offer

- Hybrid work available.
- Full flextime available (no core hours).
- Little overtime.
- Chance to use English.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Matthew Li.

Required Skills

- Good knowledge of Retail business, Advertising, media and project management.
 - Experience in either in-house or agency, within luxury.
 - Excel skill (use VLOOKUP function, create Pivot Table, etc...) and Power Point.
 - NATIVE level Japanese and 600 TOEIC English.
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Company Description

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