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PR and Marketing coordinator

PR and Marketing Coordinator

Job Information

Recruiter
[Michael Page](#)
Job ID

1529161

Industry

Business Consulting

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 9 million yen

Refreshed

March 26th, 2025 18:27

General Requirements

Minimum Experience Level

Over 3 years

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

As a member of the Marketing and PR team, you will be responsible for managing media relations, planning events, and overseeing external communications through owned media and social channels. Key duties include handling media inquiries, organizing media events, drafting press releases, and supporting digital content creation. Additionally, you'll work closely with global teams to enhance branding and marketing initiatives.

Client Details

My client is a leading global management consulting firm who partners with clients to solve their most critical challenges and drive sustainable growth. In Japan, the firm is known for its innovative business strategies, helping major companies navigate complex markets and maintain a competitive edge in an ever-changing landscape.

With multiple awards recognizing their commitment to sustainability and creating a safe work environment, the firm continues

to grow and is now looking for their next Public Relations Coordinator.

Description

- Manage media relations, respond to press inquiries, and secure publicity through media outreach and arrangements.
- Plan and execute media events, study sessions, and maintain relationships with key journalists and media outlets.
- Develop and distribute content via owned media, social media, and videos, while coordinating branding and marketing efforts.

Job Offer

- A competitive compensation package.
- The opportunity to work for one of the world's most prestigious firms and take the next step in your career.
- Flexible working hours and the option to work from home.
- A company recognized for its sustainability efforts and commitment to creating a safe and inclusive workplace.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jamel Akalay on +81 3 6832 8935.

Required Skills

- At least 5 years of experience in corporate communications or public relations.
- Expertise in media relations, particularly with television, newspapers, and business media.
- Experience in writing and editing external communications, such as press releases.
- Comfortable with reading and communicating in English.

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