

Michael Page

www.michaelpage.co.jp

Event Coordinator

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Job Information

Recruiter
[Michael Page](#)
Job ID

1532142

Industry

Business Consulting

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5.5 million yen ~ 7 million yen

Refreshed

April 11th, 2025 14:06

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

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 part of the brand, marketing, and communications team, you will help on organizing a prestigious international event. This includes managing the whole operations, coordinating the participation of local winners in the global competition abroad and supporting a strong network of entrepreneurs. When the event takes place, you will be on-site (Europe) for about one week to assist with operations and provide hands-on support.

Client Details

Our client is a well-established and reputable organization in the professional services industry. Headquartered in Tokyo, they are known for their strong commitment to quality. The organization offers a wide range of services designed to support sustainable growth and long-term value creation.

In Japan, they serve both local and global clients through a collaborative approach that brings together experts in areas such

as audit, tax, consulting, and strategy.

Description

- Managing a prestigious event award program that celebrates innovative business leaders annually.
- Support the planning and execution of the global event, coordinate the participation of selected candidates and help maintain a strong network of past award recipients to foster growth and collaboration.
- Coordination with global and regional teams to ensure alignment.

Job Offer

- Flexible working hours with almost full remote system (up to 4 remote days per week).
- Competitive compensation package.
- Work for a company that prioritizes sustainability and environmental responsibility.
- The opportunity to go to Europe once a year.
- Work at a global scale for one of the biggest event in the entrepreneurship world.

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

- Over 3 years of experience in planning and managing events for B2B companies or organizations, including large-scale events.
 - Business-level communication skills in English.
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Company Description

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