

**MichaelPage**

www.michaelpage.co.jp

## Event Coordinator/CSR at an investment firm

CSR/NPO/ESG関連派遣業務

## Job Information

**Recruiter**

Michael Page

**Job ID**

1533291

**Industry**

Securities

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

Based on hourly rate

**Hourly Rate**

¥2000 - ¥2200 (時給)

**Refreshed**

April 17th, 2025 09:22

## General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

## Job Description

Project Manager will oversee volunteer projects across our offices in APAC

## 企業情報

American securities based in Kamiyacho

## 職務内容

- Oversee volunteer projects for Tokyo and other offices in Asia Pacific to ensure a well-planned, well-executed, and meaningful CTW experience for internal employees and local nonprofit organizations;
  - Tasks include but are not limited to: project planning, application review, database maintenance, internal and external stakeholder (i.e. OCE team, stakeholders from other business units, and nonprofit organizations) liaison and coordination, grant processing, marketing, administration and reporting;
- Deliver CTW-related presentations to nonprofit partners and internal stakeholders;

- Conduct CTW trainings for internal employees;
- Lead and/or participate in regular meetings with other OCE team members;
- Oversee the regional CTW budget;
- Coordinate with various internal business units and external business vendors on logistics, including but not limited to: event management, t-shirt distribution, transportation arrangement, marketing campaigns, and regular correspondences;
- Assist with end-of-season program evaluation, data collection, and analysis;
- Update manuals and toolkits for future CTW seasons;
- Proactively support other OCE tasks in Asia Pacific as requested

#### 条件・待遇

Work in the office

9am to 530pm with 1 hour lunch break

Long term role up to 1 year

Hourly rate 2000-2200 yen

応募は、以下の応募ボタンからお願いします。詳細につきましては、Shinobu Fujimuraにお問い合わせください+813 6832 8620。

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#### Required Skills

- 2-5 years of experience in nonprofit organizations, event management, operations, volunteer management or client services;
- Native fluency in Japanese, and business level English is a must;
- Team player, skilled at managing multiple projects and a team of people;
- Critical thinking with sound judgment and proven problem solving ability;
- Strong written and verbal communication skills;
- Excellent interpersonal skills in person, over the phone, and via email;
- Willingness to work in early mornings, evenings and weekends as projects require;
- Commitment to a 40-hour weekly schedule for 12 months starting as soon as possible;
- Self-motivated with the ability to work independently as well as on a team;
- Proficiency in Microsoft PowerPoint, Excel and Word for presentations and data analysis;

Highest degree of integrity, professionalism, diplomacy and discretion required

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#### Company Description

外資系証券会社