



Marketing Communications Specialist / マーケティング コミュニケーション スペシャ

Global communication, marketing lead

募集職種

人材紹介会社

アヘッド・ジャパン

採用企業名

Global robotics & technology company

求人ID

1496915

業種

その他 (メーカー)

会社の種類

中小企業 (従業員300名以下)

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 900万円

更新日

2024年10月17日 00:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒 : 学士号

現在のビザ

日本での就労許可が必要です

募集要項

Reporting to the Communications Manager, you will work closely with members of various nationalities and backgrounds in their three offices in Japan, the US and Europe to drive communications activities. We're looking for highly motivated individuals with excellent attention to detail. Professional experience in marketing and communications is required.

Although remote work from home is possible, this position requires that you reside in Tokyo, Japan, as it will require you to work from the Tokyo headquarters and surrounding facilities.

Responsibilities

- Communication activities in Japan
 - Creation and distribution of press releases
 - Building relationships with various media in Japan, responding to inquiries, handling interviews, and confirming content for publication
 - Coordination with organizers and preparation of manuscripts and presentations for CXO speaking engagements
 - Organize and manage internal documents related to communication activities
 - Support the activities of the entire communications group, including coordination with vendors and internal processes related to communications activities
 - Gather information in collaboration with other departments within the company
 - Support for promotion and public relations activities of partner companies
 - Planning and management of media presentations
 - On-demand media management, especially the creation, editing, and posting support for SNS posts
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スキル・資格

Required Skills and Experience

- At least 5 years of experience in PR/PR at a business company or PR agency
- Experience in media relations with Japanese media
- Experience in managing owned media
- Native level of Japanese proficiency
- Business level English proficiency
- Excellent written and verbal communication skills
- Experience in reading and writing communications on behalf of an organization, including writing and reviewing of official documents (company profiles, press releases, fact sheets, SNS content, etc.) and presentations to the media
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)

Desired Skills and Experience

- Experience managing multiple projects in a fast-paced environments
 - Working experience with Adobe Creative Suite
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会社説明