



Communications Specialist | 9M yen

募集職種

人材紹介会社

アイウィルキャピタル合同会社

採用企業名

Our client is a leading robotic exploration company in Japan.

求人ID

1497079

業種

その他

会社の種類

外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

東京都 23区

給与

800万円 ~ 900万円

更新日

2024年11月18日 00:00

応募必要条件

職務経験

6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

流暢

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

Job Summary: We are seeking a Communications Specialist with strong media handling experience to join our Communications Group at our Tokyo headquarters. This role is responsible for communications activities in Japan and offers a unique opportunity to work at the forefront of the evolving space business.

Key Responsibilities:

- Drive communication activities in Japan.
- Create and distribute press releases.
- Build relationships with various media in Japan, respond to inquiries, handle interviews, and confirm content for

- publication.
- Coordinate with event organizers and prepare manuscripts and presentations for CXO speaking engagements.
 - Organize and manage internal documents related to communication activities.
 - Support the entire communications group, including coordination with vendors and internal processes.
 - Gather information in collaboration with other departments.
 - Support promotion and public relations activities of partner companies.
 - Plan and manage media presentations.
 - Handle on-demand media management, including creation, editing, and posting support for social media.
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スキル・資格

Basic Qualifications (Required Skills / Experience):

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

Preferred Qualifications (Desired Skills / Experience):

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