



PR/117761 | [Game Company] JP/EN - Senior Business Support Manager

#### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントイギリス

#### 求人ID

1506782

#### 業種

ビジネスコンサルティング

#### 雇用形態

正社員

#### 勤務地

イギリス

#### 給与

経験考慮の上、応相談

#### 更新日

2024年11月26日 11:29

#### 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

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

#### 募集要項

**Job Title:** Senior Business Support Manager

**Job Type:** Permanent

**Location:** London

**Salary:** Up to £65

#### Company

The company is a prominent global developer, publisher, and distributor of interactive entertainment for game consoles, PCs, handheld, and wireless devices. It has produced numerous games, including popular franchises. The company operates in the U.S.A, U.K, Germany, France, Hong Kong, Taiwan, and Japan, where its corporate headquarters are located.

### Main Purpose of Job

The main responsibility of the Senior Business Support Manager is to coordinate between the company's European offices and its headquarters in Japan to ensure the effective execution of both physical and digital events. The postholder will also assist other Business Services team members with overall communication and facilitation between the European offices and the headquarters in Japan.

### Main Responsibilities

- Leading the co-ordination and local execution of events, including real-world exhibition of games at conventions, and online digital events.
- Being responsible for communication between all relevant team members across the company's global companies (primarily between Japan and Europe) with the goal of efficient and transparent co-ordination of events.
- Developing detailed project plans that outline timelines, milestones, deadlines and resource allocation including budgets when appropriate.
- Communicating between stakeholders to ensure alignment and address any challenges.
- For physical events, co-ordinate logistics such as venue selection, vendor management, and technical requirements between local PR and marketing teams, and development and marketing teams in Japan.
- For digital events in particular, liaising between departments to set and efficiently follow asset approval, localisation and online streaming schedules, and acting as the central hub person for company's successful participation in and execution of digital events as part of a cohesive marketing strategy.
- Establishing event KPIs, collating relevant reporting data, and sharing across relevant teams.
- Continuously gather, analyse and share post-event feedback to inform future project planning and improvements, both within own team and across others.
- Manage the Business Services Administrator as part of the Business Services team structure, including working on KPIs and approving absences and expenses.
- Liaising with the finance team on reporting requirements.
- Facilitating visits from internal colleagues, press tours, events and business trips as required.
- Working proactively as a member of the Business Services team to cooperate with and support the other roles.
- Other duties as assigned by the heads of relevant business divisions or executives.

To perform other duties as and when required

### Required Skills

- 5+ years' experience in the **video game industry** essential, ideally at a Japanese development studio in a bilingual role.
- Educated to bachelor's degree level, or similarly qualified by experience and ability.
- **Japanese language** skills to native speaker level.
- Excellent spoken and written **English language** skills.
- Experience with business EN/JP & JP/EN translation essential.
- Demonstrable project management skills essential.
- Experience in setup and installation of console and PC equipment for events, including build handling, an advantage.
- Excellent working knowledge of Microsoft Office (Word/Excel and PowerPoint).
- Able to demonstrate the ability to negotiate with various parties to bring about win-win situations.
- Experience managing direct reports an advantage but not essential.

#LI-JACUK  
#citylondon

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会社説明