

MichaelPage

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## Marketing &amp; PR Assistant - Luxury Brand

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## 募集職種

## 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

## 求人ID

1529059

## 業種

広告・PR

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

400万円 ~ 550万円

## 更新日

2025年03月25日 16:17

## 応募必要条件

## 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

We are seeking a diligent and creative Marketing & PR Assistant to support our marketing team and boost our brand presence. The successful candidate will have a passion for marketing and the luxury accessories industry, with a focus on implementing and tracking marketing and PR campaigns.

## Client Details

Our client is a well-established large organization in the luxury industry. They are recognized for their premium products and commitment to innovation. Headquartered in Europe, they have a global presence and are renowned for their strong brand and exceptional customer service.

## Description

- PR related: Correspondence of phone calls, visitors (pick-ups and drop-offs) and e-mail inquiries.
- Compiling PR report with PR monitoring including print, digital and social media.
- Preparation for PR materials, press release and events.
- Attend and support events.
- Press list management.
- Liaison with boutiques for press samples.

**Job Offer**

- Hybrid work available.
- Full flextime available (no core hours).
- Little overtime.
- Chance to use English.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Matthew Li.

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**スキル・資格**

- Good knowledge of Retail business, Advertising, media and project management.
  - Experience in either in-house or agency, within luxury.
  - Excel skill (use VLOOKUP function, create Pivot Table, etc...) and Power Point.
  - NATIVE level Japanese and 600 TOEIC English.
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**会社説明**

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