

MichaelPage

www.michaelpage.co.jp

Event Coordinator/CSR at an investment firm

CSR/NPO/ESG関連派遣業務

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

1533291

業種

証券

雇用形態

派遣

勤務地

東京都 23区

給与

時給制

時給

¥2000 - ¥2200 (時給)

更新日

2025年04月17日 09:22

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

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

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。

スキル・資格

- 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

会社説明

外資系証券会社