

【年収~ 600万円 】PR/Communications Specialist Exclusive job

グローバルカンパニー

Job Information

Recruiter
Software Engineering Co.,LTD

Hiring Company
世界で唯一のビジネスを手掛けているオンリーワン企業

Job ID
1074017

Company Type
Small/Medium Company (300 employees or less)

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
4 million yen ~ 6 million yen

Work Hours
9：00 ~ 18：00

Holidays
土日祝祭日

Refreshed
November 30th, 2026 04:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level (Amount Used: English Only)

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Responsibilities

- Media Relations
  - Assist in responding to daily media requests via phone and email.
  - Draft Japanese press releases, articles, and other announcements to be sent out internally as well as externally.

- Draft Japanese social media posts.
- Develop and maintain press materials including but not limited to biographies, fact sheets and presentations.
- Manage and update existing media contact list. - Track press coverage and compile media clippings.
- Assist with drafting and editing Company's monthly Japanese newsletter.
- Assist the team with PR/Marketing strategy and direction.

- Event Planning -
  - Assist with the implementation and logistics of Japan-based events including but not limited to conferences, exhibitions, and on-site visits.
  - Support international events including but not limited to conferences, exhibitions, and presentations.
  - Maintain the list of outreach opportunities in the team calendar.

- Administrative Tasks
  - Order and maintain stock of company swag and coordinate with relevant vendors.
  - Manage invoices and purchase requests on behalf of the team.

Required Skills

Essential Skills

- University level degree in PR, Communications, Marketing or a related field
- 3+ years of experience in a relevant field.
- Exceptional communication, negotiation & problem-solving skills.
- Native level Japanese language proficiency and advanced proficiency in English (TOEIC 750+).
- Competency in MS Office (Word, Excel, PowerPoint).
- Ability to work in a fast-paced environment and manage multiple projects simultaneously.

Desired Skills

- Experience working in the space industry.
- Experience with WordPress

Company Description

「ITと英語」

語学系の職種を中心に、通訳者、翻訳者やコンピューター技術者の派遣が当社の強みです。

「ITと英語」をキーワードにした通訳者、翻訳者やエンジニアの派遣で、お客様のニーズにお応えしています。

語学を必要とする各種のスペシャリスト、通訳者、翻訳チェッカー、DTPオペレーター、ローカライズエンジニア、ソフトウエア開発者、テストエンジニア等、数多くの人材が登録。事務中心の大手派遣会社と一線を画しています。
特に20代～30代の語学系の女性スタッフが多いのも当社の特徴で、派遣先は国内にとどまらず、アメリカ、オランダ、フランスなど海外にも及んでいます。