



【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

December 1st, 2025 01:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Fluent (Amount Used: English Only)

### Minimum Japanese Level

Fluent

### 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、ソフトウェア開発者、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。