



Associate Director/ Director - Financial Communications

世界最大の独立系PRコンサルティング 海外チームと英語コミュニケーションあり

Job Information

Hiring Company

[Edelman Japan KK](#)

Job ID

1405703

Division

Edelman Smithfield Japan

Industry

Advertising, PR

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Nanboku Line, Roppongi Itchome Station

Salary

Negotiable, based on experience

Work Hours

スーパーフレックスタイム制（コアタイムなし）

Holidays

土日祝日、年末年始12/28-1/3

Refreshed

November 27th, 2023 03:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Job Description of Associate Director / Director

Edelman Smithfield is our specialist capital markets and financial services communications team based in Tokyo. As part of Edelman's global financial communications and investor relations offering, we apply our expertise in financial markets to support our clients' engagement with stakeholders on the issues that matter to them.

Role & Responsibilities:

- Leads new business development, marketing to generate opportunities and to improve positioning of Edelman Smithfield in the Japanese Financial Communications Market.
- Developing and leading engagement with media, bankers, analysts, lawyers and other third-party stakeholders.
- Develop, write and edit proposals, research, media materials, strategic communications and stakeholder materials with a demonstrated understanding of client business and communication objectives.
- Lead the formulation and implementation of strategic and tactical implementation of financial communications plans.
- Provide strategic client counselling and effective project staffing.
- Managing transactions liaising with bankers, lawyers, clients and the teams ensuring the quality and delivery to deadline.
- Proactively develop and grow client accounts, working with and mobilizing Edelman specialties and resources across multiple offices.
- Help development of other members of the team.
- Support to develop a constructive working environment.

Required Skills

Qualifications / Required Attributes:

Background / Experiences

- 10 years working experience at the Japanese "Blue-Chip" Companies.
- Work experience of at least one of the following: Compliance, Investor Relations and/or Public Relations, Corporate Planning, Investment Banking or its equivalent, or significant financial communications agency experience encompassing listed company and transaction advisory.
- Depth of experience developing strategic external and internal corporate communication plans

Capabilities:

- Excellent Japanese writing and presentation skills, particularly in light of Japanese business practice.
- Capability influence and persuade verbally and in writing.
- Strong numerical and analytical skills including logical thinking.
- Managing multiple concurrent projects.
- The ability to own and manage client, internal and third-party stakeholder relationships at multiple levels.
- Ability to make sound and balanced judgments or to prioritize matters.
- Basic understanding of crisis and risk management
- Has a developed knowledge of how the media works, key players, keeping up to date, and an established journalist network.
- Extensive understanding of financial information and the ability to communicate financial data to a variety of audiences.
- Experience managing account team members and collaborating across multi-disciplinary teams.

Other Matters:

- Takes personal responsibility for quality, deliver to deadline, perform under pressure with close attention to detail.
- Acts responsibly and with integrity.
- An effective team player.

Company Description

Edelman is a global communications firm that partners with businesses and organizations to evolve, promote and protect their brands and reputations. Our 6,000 people in more than 60 offices deliver communications strategies that give our clients the confidence to lead and act with certainty, earning the trust of their stakeholders. Our honors include Cannes Lions Grand Prix awards for PR (2016) and the Entertainment Lions for Sport (2021); Cannes Lions Independent Agency of the Year for the Entertainment Track (2021); Advertising Age's 2019 A-List; the Holmes Report's 2018 Global Digital Agency of the Year; and, five times, Glassdoor's Best Places to Work.

Since our founding in 1952 by Dan Edelman, we have remained an independent, family-run company. We use our profits to strengthen our business, provide our employees with opportunities to grow, advance our industry, and serve as a responsible citizen of the world. Every day, we strive to live and work by a long-held set of core values: the pursuit of excellence, the freedom to be curious, the courage to do the right thing, and a commitment to improving society.

Edelman owns specialty companies Edelman Data & Intelligence (DxI) and United Entertainment Group (entertainment, sports, lifestyle).

For more information please visit: www.edelman.com

コミュニケーションの力で、信頼を獲得する。

エデルマンは、企業や組織のブランドとレピュテーションをEvolve, Promote, Protect（進化、促進、保護）するためのコミュニケーションサービスをグローバルに展開しています。世界60都市を超える拠点在籍する約6,000人の社員が、お客様がステークホルダーから長期的な信頼を獲得し、確信をもって行動できるようコミュニケーション戦略を提供し、パワフルなアイデアと、人々を惹きつけるストーリーの発信をサポートします。そうしたストーリーは、ニュースとして素早く広がって人々にインパクトを与え、カルチャーに影響を与えてムーブメントを起こすことにつながっていきます。

1952年にダン・エデルマンが創業して以来、エデルマンは変わることなく非上場のファミリー企業であり続けています。自社が得た利益は、事業の強化、社員への成長機会の提供、業界の発展、また、世界の良き企業市民としての役割を果たすために役立てています。「卓越した成果をたゆみなく追及する」「思いのままに好奇心を持ち続ける」「恐れずに正しい行動を心掛ける」「社会の発展に寄与する」という企業理念を胸に、日々精進して業務に励んでいます。

<Edelman はBest Place To Workを目指しています！>

- ・ Edelmanの企業理念に基づき、中立で公正な倫理観を持って仕事ができる
- ・ グローバルのチームと連携して仕事ができるため、グローバルととても距離感が近い環境です
- ・ リージョン、またはグローバルのお客様とコミュニケーションを形作って醍醐味があります
- ・ 世界中の大手企業等のコミュニケーションをリードする経験が積めます

【会社の制度等】

- ・ 週3回出社のハイブリットワーク
- ・ コアタイムのないスーパーフレックスタイム制で、自由度の高い働き方が可能です

【休日・特別休暇】

- ・ 完全週休二日制（土日祝日）、年末年始休暇、慶弔休暇
- ・ 年次有給休暇15日～20日（初年度15日）
- ・ サバティカル休暇（勤続年数5年につき2週間の休暇、以降5年毎に連続する20営業日の休暇）
- ・ 入社記念日休暇（1日）
- ・ Well being休暇（2日）
- ・ ボランティア休暇（1日）

Please check the below link for more information "Life @ Edelman Japan"!

<https://www.youtube.com/watch?v=hdNBI9HcYc0>

<https://www.youtube.com/watch?v=FfYET8SrVpl>

<https://www.youtube.com/watch?v=HpW-XI1KTlgW>

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