Citigate Dewe Rogerson

Senior Executive　※PRや広報の未経験者も歓迎！

取引先はすべて外資系企業のため英語を活かせます

Job Information

Hiring Company
Citigate Dewe Rogerson LLC

Job ID
1424057

Industry
Advertising, PR

Company Type
International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Minato-ku

Salary
4 million yen ~ 5 million yen

Work Hours
9：00 ~ 18：00 (休憩1時間)

Holidays
完全週休二日制 (土日祝)

Refreshed
November 10th, 2026 06:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Citigate Dewe Rogerson is a global strategic communications consultancy delivering advice based on experience and insight. We work in partnership with companies and organisations to help manage their communications strategies, their relations with the media and their outreach to various stakeholders.

Since 1969 we have served the world’s largest listed companies, start-ups, governments, asset managers, private equity funds, hedge funds, private banks, sovereign wealth funds and professional services firms wherever clear and persuasive

communication is essential.

We have operated in Asia Pacific since 1989 and now have more than 80 people in Hong Kong, Singapore, Beijing, Shanghai, Guangzhou, Taipei, Tokyo and Kuala Lumpur working in a multi-lingual and multi-cultural environment. One of the most important aspects of our service is that we operate as one team across the region, so can offer all our clients seamless service across the eight markets, giving them flexibility and consistency in their communications.

As our business expands, we are recruiting motivated people to join our Tokyo office to work with multi-national clients in the following role:

Job Title: Public Relations Senior Executive
Location: Tokyo with a hybrid working style

Job Overview: The Senior Executive will support the daily management and execution of communication strategies for multiple public relations accounts.

Responsibilities and Duties:
•Assist in media monitoring and reporting and the drafting of necessary documentation for daily account management
•Assist in the drafting, translating, proofreading and distribution of press releases, media alerts and other assets necessary to communicate with a broad range of stakeholders
•Assist in the development and implementation of comprehensive public relations strategies for retainer clients and for short-term projects
•Coordinate scheduling and logistics for client meetings and interviews with the Japanese media
•Assist in the organization of events such as media roundtables, luncheons and dinners that connect clients with members of the press or other relevant stakeholders
•Conduct research about news trends, social media trends and trends in government regulations necessary to provide appropriate advice to our clients

Required Skills

Qualifications:
・Bachelor's degree in a liberal arts discipline.
・Three to five years of working experience, preferably in public relations or marketing communications but not necessary.
・A native Japanese speaker with excellent verbal and written communication skills who is proficient in English.
・Ability to work well under pressure and meet tight deadlines.
・Strong interpersonal skills
・Proficiency in Microsoft Office applications.
・Knowledge of the financial services sector is a plus but not required.

Company Description

Standing alongside you to achieve your commercial ambitions

CDR is a global strategic communications consultancy delivering advice based on experience and insight. We work in partnership with companies, organisations and individuals to help manage their reputation. Standing alongside our clients as custodians of their reputation is a privilege we will never take for granted.