



Corporate Strategy / 経営企画部スタッフ

Job Information

Recruiter

Cornerstone Recruitment Japan K.K.

Hiring Company

Japanese largest PTS / 日本最大のPTSを運営する企業

Job ID

1454909

Industry

Securities

Company Type

Large Company (more than 300 employees)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

July 19th, 2025 00:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

[JOB RESPONSIBILITIES]

- Lead public relations strategy including, working with the PR company to manage owned media site, coordinate and process press releases, plan and execute corporate PR events, run internal newsletter, and manage company website.
- Prepare presentation materials for business initiatives which can be used internally for management reporting and for external communication to clients.
- Work collaboratively across teams and ranks in both IT and non-IT departments.

- Acquire extensive knowledge on the key drivers of the PTS business and the company's product offerings to formulate firmwide strategies.
- Assist the administration of board of directors' meetings through arranging the meeting itself, preparing the materials, and producing meeting minutes.
- PR 会社と協力してオウンドメディアサイトの運営管理、プレスリリースの企画、立案、と実行、PR イベントの計画と実施、社内ニュースレターの作成、会社のウェブサイトの管理などの広報戦略の実行
- 内外用に新規事業などのプレゼンテーション資料や分析資料の作成
- 他部署と連携しながら新規事業の推進
- 日本の株式市場、PTS の運営、取引参加者など、事業全体について幅広い知識を習得し、当社のプロダクト&サービスの提供について戦略を策定
- 取締役会の手配、資料の準備、議事録の作成などの運営サポート

【REQUIREMENTS】

- Bachelor degree or above
- Native level Japanese and business level English proficiency (ability to read, write and speak).
- Motivated, self-starting, and independent mindset.
- Creative mind and ability to think-out-of-the box to solve problems.
- Interest in both technology and the financial markets.
- Ambition to succeed and progress in a challenging environment.
- Exceptional communication and interpersonal skills.
- Work experience with a Securities company is a plus.
- Irrespective of the industry, work experience in a Corporate Strategy role is useful.
- 大学卒業以上
- 母国語レベルの日本語、ビジネスレベルの英語(読み書き会話)のスキルをお持ちの方
- やる気があり、自発的に行動し、独立した考え方をもち、成長への意欲を持っている方
- 問題を解決するために、既成概念にとらわれずに、新しいアイデアを出して実行できる方
- テクノロジーと金融市場の両方への関心のある方
- 困難な環境で成功し、成長する意欲のある方
- 優れたコミュニケーション能力を有する方
- 証券会社での勤務経験がある方は尚可
- 業界に関係なく、経営企画での勤務経験がある方は尚可

Company Description

Cornerstone Recruitment Japan is focused on placing bilingual professionals in a wide range of market leading companies.

Focusing across all sectors, we leverages the network of our experienced consultants to provide both clients and candidates with high end service levels and most importantly results.

We are passionate about helping our clients in securing the best talent on the market, by introducing unique profiles who can give them the edge in an increasingly competitive recruitment market.

Established in 2019, in partnership with Cornerstone Global Partners and with investment from Morgan Stanley, Cornerstone

Recruitment Japan strives to be the recruitment partner of choice for all Tokyo based clients and candidates.

Our Mission

The Cornerstone. As every building requires a cornerstone, we believe people are the cornerstone of every great company. Our recruitment experts are passionate about bringing together great people with great companies.

Our Business Sectors

- Accounting & Finance
- Financial Services
- Human Resources and Office Professionals
- Industrial
- Information Technology
- Legal & compliance
- Life Science
- Supply Chain & Procurement
- Marketing
- Sales

Our Services

• Contingency

Many clients choose to utilize our success based contingent recruitment service. We take the time to fully understand the job brief before presenting a tailored shortlist of 5 to 6 candidates from our expansive existing network. This service comes with no obligation to hire and our clients only pay a fee when the successful candidate joins.

• Retained

Our retained service is particularly successful for clients with high profile/critical hiring needs, or niche searches that involve a significant amount of time unearthing candidates from outside our existing network. Clients who choose our retained service benefit from the introduction of exclusive headhunted candidates and top prioritization from the Cornerstone team.

• Market Entry

With a wealth of experience in the Japan market, our consultants have successfully helped many clients enter the Japan market. We can help you secure that critical first hire, as well as providing a consultation service, to make sure that your business is well prepared for all the initial hurdles it will face.