



## Internal PR Specialist

### Job Information

**Recruiter**

Cornerstone Recruitment Japan K.K.

**Hiring Company**

A global company specializing in automobiles

**Job ID**

1455348

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

September 5th, 2025 15:00

### General Requirements

**Minimum Experience Level**

Over 3 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

**[COMPANY OVERVIEW]**

A global company specializing in automobiles.

**[JOB RESPONSIBILITIES]**

- Initiate and oversee internal communication initiatives for employees, utilizing a range of methods like announcements and events.
- Develop and implement internal communication programs aligned with the vision, mission, and positioning, collaborating closely with cross-functional groups like IAP Internal PR and HR&GA
- Create, edit, and compose content for various internal communication channels, including company-wide emails, the employee portal, and the employee/dealer i-board.
- Prepare internal communications in two languages that align with external messaging.
- Revise content in corporate and brand materials and presentations.
- Revamp current materials, consulting with the PR Director, PR Managers, and other departments for input and

collaboration.

## 【REQUIREMENTS】

- Minimum 3-5 years of experience in public relations or marketing communications, four-wheels vehicles brands or mobility companies are preferred
- Holder of a Bachelor's degree or above
- Driving experience
- Business level of English, native level of Japanese with excellent in writing

## 【会社概要】

広告配信、マーケティングオートメーションのプラットフォーム開発・提供を行う会社

## 【職務内容】

- アナウンスやイベントなど様々な手法を活用し、従業員向けの社内コミュニケーション・イニシアチブを立ち上げ、監督する
- ビジョン、ミッション、ポジショニングに沿った社内コミュニケーション・プログラムの開発と実施。
- 全社メール、従業員ポータル、従業員／ディーラー向けiボードなど、さまざまな社内コミュニケーション・チャンネル用のコンテンツを作成、編集、構成する。
- 社外向けメッセージに沿った2カ国語による社内コミュニケーションの準備。
- 企業やブランドの資料やプレゼンテーションの内容を修正する。
- PRディレクター、PRマネージャー、他部署の意見を聞きながら、現在の資料を刷新する。

## 【必要条件】

- 広報またはマーケティング・コミュニケーション、四輪車ブランドまたはモビリティ企業での最低3～5年の経験者優遇
- 学士号以上の学位をお持ちの方
- 運転経験
- ビジネスレベルの英語力、日本語ネイティブレベルの文章力

## Company Description

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

Focusing across all sectors, we leverage 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.