



## Project Coordinator | International workplace

**26 paid vacation days in first year**

## Job Information

**Hiring Company**

ZenGroup Inc.

**Job ID**

1474013

**Industry**

Internet, Web Services

**Company Type**

Large Company (more than 300 employees)

**Non-Japanese Ratio**

Majority Non-Japanese

**Job Type**

Permanent Full-time

**Location**

Osaka Prefecture, Osaka-shi Chuo-ku

**Train Description**

Sakaisuji Line Station

**Salary**

3.5 million yen ~ 4 million yen

**Refreshed**

May 3rd, 2024 01:00

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

## Job Description

**◆ Who We Are**

We are ZenGroup, a global e-commerce company based in Osaka serving customers all around the world. We are a diverse team representing 30 nationalities, 6 continents, and providing our services to the world in 19 languages.

**◆ What We Do**

- We connect Japan to the rest of the world by providing a marketplace for foreigners to enjoy Japanese products in 19 languages through our ZenMarket proxy buying platform.
- Via our ZenPop service we offer a subscription box service delivering highly curated boxes of snacks, stationery supplies and other goods all over the world.
- For Japanese brands looking to break into the world of ecommerce we offer ZenPlus EC-Mall where the best of “made in Japan” can market their goods to a global audience.
- Japanese companies seeking solutions to improve their advertising strategies towards foreign markets can utilize ZenPromo, our ad consulting service.

#### ◆ Why We Are Hiring

ZenMarket has been our largest service provider since 2014, and we strive to create seamless Ecommerce platforms for international customers overseas looking for simple ways to purchase merchandise from Japan. With more than one million parcels delivered and counting, we are looking for a new versatile project manager to join our team to help facilitate our sales to businesses overseas that are aiming to purchase and resell Japanese products. You will be responsible for leading diverse projects from conception to completion, leveraging your expertise in B2B sales and project management to ensure smooth execution and successful outcomes.

#### ◆ Position Title

- Project Coordinator

#### ◆ Duties

- Coordinate cross-team projects: Lead meetings with other marketers, handle and assign a series of tasks (Managerial skills)
- Research about industry updates, software, test different services and tools, perform demos and audits. (Critical Thinking)
- Benchmarking. Look for implementations that could benefit ZenGroup (Problem-Solving, organizational skills)
- Contact stakeholders, collaborators and partners outside the company (Communication, Negotiating skills)
- Create reports using varied tools and software to present results/improvements to stakeholders. (Data and analytical skills)

#### ◆ Example Day at Work

9~10 Catch-up: Arrive at work, get coffee, catch up with outstanding emails, check-up with the manager team members about current projects.

10~13 Focus block: Work on your assigned projects, meeting time

13~14 Lunch Break

14~16 Focus block continued: Work on your assigned projects (research, gather data and create reports, follow up on any open tasks, etc.), work with other marketers to optimize their efforts and get input for your projects, meeting time.

16~18 Wrap up: Report to your manager, create a roadmap and follow-up on projects for the next few days, check results vs. goals.

## Required Skills

#### ◆ Must Have Skills

- B2B Sales Experience (2 years of relevant experience)
- Project Management Experience (2 years of relevant experience)
- Business Level English

#### ◆ Preferred Skills

- UX Design Skills
- Digital Marketing Experience (Familiarity with PPC and SEO)
- Japanese Language Proficiency (JLPTN3 or better)
- Copywriting Experience
- Data Analytical Skills (Google Analytics, Looker Studio, Excel)

#### ◆ Personality

**Collaborative Team Member:** A skilled communicator experienced in functioning within larger teams, with a proven track record in project management, account handling, or market engagement.

**Tech-Savvy Professional:** Proficient in navigating the digital landscape, demonstrating adaptability to emerging challenges and staying current with technological advancements.

**Analytical Thinker:** Possesses a strong aptitude for working with data, utilizing various metrics to identify opportunities for improvement.

**Proactive Growth Enthusiast:** Demonstrates enthusiasm for personal and professional development, actively contributing to the company's expansion initiatives.

**Lifelong Learner:** Displays a student mentality by being eager to learn, adapt, and continuously enhance their skill set.

#### ◆ Employment Type

- Permanent employee (Full Time)
- ※ Probationary period of 3 months
- On-site work (Remote Work not available)

**◆ Salary**

- ¥270,000 -¥300,000 Monthly(Based on previous experience and ability)
- Bonus twice a year (June and December)

**◆ Working Hours**

- 9:15 ~ 18:15
- Flex time available: Core time 10:00 - 16:00 (8 hours of actual work)

\*Up to 2 hours Lunch break

- Two days off per week. (Saturday, Sunday)
- Year end and new years holidays (4 days)
- Total 26 paid days off per year (Increases year over year)

**◆ Benefits**

- Raise once per year
- Transportation Allowance (Up to 30,000 per month)
- Relocation Allowance: ¥100,000 available for applicants relocating to Osaka from outside the Kansai region.
- Overtime Pay (Paid by the minute)
- Unemployment Insurance, National Health Insurance, Worker's Accident Insurance
- Business casual dress code(No suit required)

**◆ Hiring Process**

- First Interview - Hiring Team (45-60 mins, Online or In-person)

\*Logic Test (Excluded for Online Interviews)

↓

- Second Interview - Marketing Team (45-60 mins, In-person required)

Travel Reimbursement up to ¥27,000 available for applicants outside the Kansai region

\*Logic Test (If not completed during the first interview)

↓

- Third Interview - HR Planning Leader (30-60 mins, Online or In-person)

\*Company Culture Test

↓

Hiring Decision

---

## Company Description