



(Event Planning+Wellbeing) Employee Engagement Specialist

Improving Employee Wellness + Work Life

Job Information

Hiring Company

TDCX Japan

Job ID

1474861

Division

人事部

Industry

Other (Recruitment Services)

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Kanagawa Prefecture, Yokohama-shi Kanagawa-ku

Train Description

Tokaido Main Line (Atami-Tokyo), Yokohama Station

Salary

3 million yen ~ 4.5 million yen

Work Hours

9時～18時

Holidays

土日祝休

Refreshed

May 14th, 2024 10:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 25%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

[TDCX Group, the world's largest BPO service provider]

Join us as an Employee Engagement Specialist at TDCX Japan! At TDCX Japan, we value creating opportunities for employees to communicate beyond departments by organizing various events to enhance employee engagement. This position is also important for managing general affairs within the company. Additionally, you will be responsible for branding externally, so you'll have opportunities to collaborate with Japan's project team and the global team, allowing you to fully utilize your communication and English skills.

★ Events Held in 2023 ★

- Bowling Tournament
- Free Shaved Ice
- Happy Hour
- Easter Egg Hunt
- International Women's Day
- Food Drive, etc.

[Specific Job Responsibilities]

- ▶ Plan and execute employee engagement activities.
- ▶ Plan annual engagement events and secure necessary budgets.
- ▶ Analyze employee satisfaction survey results.
- ▶ Communicate with department leaders, create action plans, and provide support as needed.
- ▶ Implement various award applications.
- ▶ Collaborate with the global marketing team to support brand building internally and externally.
- ▶ Prepare and host onboarding for new hires.

Required Skills

[Desired Qualifications]

- ▶ Bachelor's degree or above
- ▶ Minimum of 2 years of practical experience in a related field, **especially internal event planning**
- ▶ PC skills (Word, Outlook, PowerPoint, Excel)
- ▶ Strong analytical skills, diligence, and initiative
- ▶ Ability to work under pressure and strive for results

[Application Requirements]

- Proficiency in Japanese (business level or above)
- Proficiency in English (business level or above)

Company Description