



Membership Growth & Success Specialist 【Malaysia visa holder】

Job Information

Hiring Company

GMOリサーチ&AI株式会社

Subsidiary

GMO Research Sdn. Bhd.

Job ID

1475242

Industry

Other (Consulting and Professional Services)

Company Type

Large Company (more than 300 employees)

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Malaysia, Level 32(R38) Menara Allianz Sentral 203,

Salary

2.5 million yen ~ 3 million yen

Work Hours

9:00-18:00

Refreshed

May 13th, 2024 09:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Daily Conversation

Japanese (N2 level or above)

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

*** This Position is for those who are already working in Malaysia or Malaysian nationality/visa holder.***

★Japanese Speaker★ Membership Growth & Success Specialist

«Job Description»

You will be responsible for the overall management and operation of our survey site, handling inquiries, and all aspects of marketing related to acquiring new members, working together with members from various locations.

«Training»

The first six months after joining will be dedicated to training.

1 to 2 months: Basic training including internal system training, industry training, administrative tasks, operations, etc., along with On-the-Job Training (OJT).

3 to 6 months: OJT focused on marketing for member acquisition and member support operations.

From the 7th month: Actual work duties.

«Responsibilities»

- Respond to inquiries from members of our own site, and handle point exchange processes.
- Plan and execute advertising and marketing activities aimed at acquiring members for our own site.
- Analyze the demographics (gender, age, residential area) of members and the performance of advertisements to optimize marketing strategies.
- Plan and manage social media.
- Plan, create, and publish SEO-optimized articles.
- Maintain an active member base through campaign planning and implementation for members.
- Manage budgets and select effective advertising media.
- Execute projects through meetings with advertising agencies and service providers.
- Maintain smooth communication with the internal team, executing tasks with cooperation and flexibility.
- Depending on aptitude, there is possibility to step up as a project leader or project manager (PM) in new projects.

■ Related Websites

India : <https://knowledgeprovider.z.com/>

Singapore : <https://sg.research.z.com/>

Japan : <https://infoq.jp/>

About Detailed Operations for Membership Site

The role involves recruitment of members who can respond to online surveys through advertisements and our own site.

This includes handling inquiries from members, planning how to allocate the budget, selecting the right media, and meetings with advertising agencies and service providers.

Also, this role requires to analyze registered members' demographics (gender, age, area) and advertisement effectiveness to optimize member acquisition,

as well as the management of social media and the planning, production, and publication of SEO articles.

There will often be requests from sales staff regarding the composition of member demographics and the necessary target layers, thus requiring strong internal communication, cooperation, flexibility, and communication skills. (Japan and KL, KL and each region)

*Our members are located in four countries: Japan, India, Singapore, and Vietnam. Initially, the focus will be on supporting operations mainly in India and Singapore.

In the future, based on the aptitude of the candidate, it is hoped to entrust the role with analyzing registered member data to maintain active members, not only general operations of the membership site but also planning and executing campaigns for existing members, and as a project member, managing new projects as a PM.

Required Skills

■ Requirements and skills

- Japanese (N2 level or above)
- Business level English
- PC skills in Office software, such as Excel (Vlookup, Pivot, IF functions, etc.), PowerPoint
- More than 2 years of administrative experience
- Interest in new technologies, such as AI
- Experience in SEO or marketing is an advantage

■ Hiring process : 3Steps (Resume screening, and English Interview)

■ Salary

MYR5500-7000/Month, MYR66,000-84,000/Year

*MYR 1 = ¥32 (JPY)

Medical Claim

- a) Health check costs (Up to RM1,000 per annum).
- b) Medical and dental costs (Up to RM1,000 per annum).

■ Work style

on-site

Company Description