



BURBERRY

Client Engagement Coord.★ラグジュアリーブランド、ホテルのイベント企画運営経験がある方

VIPクライアントと連携し、コラボ／ファッションイベントに携わるお仕事

Job Information

Hiring Company

Burberry Japan K.K.

Job ID

1475936

Industry

Apparel, Fashion

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

3.5 million yen ~ 5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

9:30~18:00 (フレックス制度あり)

Refreshed

May 21st, 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 50%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

JOB PURPOSE

To support the full cycle of event planning to execution, and clienteling activations, while coordinating and managing internal and external stakeholders.

RESPONSIBILITIES

- Support event coordination with internal stakeholders and external vendors
 - Execute events and provide on-site support when necessary
 - Extract data and reports from the CRM tools
 - Analyze and create reports after events
 - Manage tracking on usage of store clienteling tools and commercial samples
 - Liaise directly with stores for activation and store promotions
 - Handle budget, expenses, and other administrative tasks for the team
-

Required Skills**PERSONAL PROFILE**

- Experience as a coordinator
 - Microsoft Office skills (intermediate)
 - Fluent in Japanese (reading, writing, speaking) and business level English (read and write)
 - Passionate about client engagement and luxury fashion
 - Strong communication skills
 - Highly proactive and organized
-

Company Description