【Creative Media】 Account Manager

Multinational - Bilingual Culture

Job Information

Hiring Company
VaynerMedia Japan GK

Job ID
1502553

Industry
Advertising, PR

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
4 million yen ~ 7 million yen

Refreshed
November 26th, 2026 07:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

VaynerMedia is a contemporary global creative and media agency with expertise in driving relevance for clients and delivering impactful business results. The independently-owned company was founded in 2009 by Gary Vaynerchuk, and has offices in New York, Los Angeles, Toronto, Mexico City, London, Amsterdam, Singapore, Kuala Lumpur, Bangkok, Tokyo, and Sydney. VaynerMedia has been recognized for its work at the Cannes Lions, the Clio Awards and The Webby Awards. Some of VaynerMedia APAC clients include PepsiCo, SK-II, YouTube, Burger King, Under Armour, and more.

Culture is our key and Empathy is how we build it. VaynerMediaAPAC is strong with a world-class combination of diverse backgrounds collaborating to put forward innovative, creative and strategic solutions to the one advantage that stands the test of time --- PEOPLE. Day in and day out, we propel some of the biggest brands in the world to the intersection of attention and culture. In APAC, we are proudly +300, servicing a diverse client all around the region.

What you should know about VaynerMedia

Think “lab” and not “agency”. We get excited about solving business problems, not creating advertising for the sake of making advertising. Our entrepreneurship DNA runs deep. We’re willing to break rules, try new things, and test hypotheses if

it means better understanding our craft. It's fun!

Our environment (and pace) feels much more like a start-up than most agencies you might be used to. Hopefully that, and the opportunity to collaborate with the talented and enthusiastic crew, work with big brands excites you, as it does us. **We can't wait to meet you.**

The PITCH

In VaynerMedia, our account managers are exceptional client service people. They collaborate to run and support the day-to-day management and organization of specific projects as well as the overall account management. They have high meticulous attention to detail and are working on establishing strong client relationships by showing capabilities that they understand the business and competitive landscape.

This is a full-time role based in Japan with a reporting role to the Country Manager.

Here's your first brief:

- Eats, breathes, and sleeps today's digital & mobile consumer, with one goal in mind to develop brand-specific strategies that, ultimately, help them sell.
- Understands comprehensive clients' business and category, with the ability to translate business problems into digital strategies and solutions
- Develops IATs/IMCs and presents VM in a strong, strategic way. You have the ability to spot when another agency poses a threat to our business and how to manage up and workaround.
- Well versed in common marketing & media principles with a strong understanding of the social media platforms and their ecosystems.
- Ensures the needs of clients are being met and strives to identify and resolve potential obstacles or performance issues before they arise.
- Establishes, build and manage new and existing relationships with major brands and businesses to ensure they adopt as many VM's services as possible
- Develops and delivers presentations aligned to the VaynerX principles highest standard.
- Write and execute statement of work, scope, tasks, timeline, budget, and development based on project requirements and plans.
- Make magic happen at all internal cross-functional teams during the project lifecycle for all Brand projects that include creative, social & digital content, builds, and events.
- Contribute to the VM processes and align with finance, client service, operations, and legal on project and client requirements.
- Own the final project assets: folders on the server, shared documents in the drive, and contracts in the box.
- Obsessed with meetings such as kick-offs, brainstorms, and deliverable reviews just to get things done.
- Communicates to Strategy, Creative, IPM and Media teams, whether delivering Client feedback or providing a POV.
- Ensures client relationship health is closely tracked and communicated to leadership on a regular basis.

Required Skills

Required Skills/Experience:

- 3+ years of experience in account management, managing projects, coordinating teams, and other planning-related duties, preferably in the digital ad or media space.
- Excellent time management skills and the ability to thrive under fast, high-pressure environments
- Creative and 'out of the world' mindset with experience in campaign planning and idea generation
- Brilliant communication skills
- Sets stretch goals and holds self and others to high standards of performance.
- Consistently acts with integrity and invests in building trust with all colleagues and clients

Company Description