



Marketing Assistant | Global MedTech Leader, Tokyo-Based

Sweden-based medical device company

Job Information

Hiring Company

[Arjo Japan](#)

Job ID

1540006

Industry

Medical Device

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Hibiya Line, Kamiyacho Station

Salary

3.5 million yen ~ 4.5 million yen

Work Hours

9:00-17:30(60-minute break), Overtime: Approximately 5 to 10h/M

Holidays

Saturday and Sunday, national holidays, etc.

Refreshed

June 3rd, 2025 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Job Purpose:

The primary purpose of this role is to create, develop, and manage marketing engagement strategies within relevant product categories to increase market share and contribute to the business's financial goals. The individual will perform

marketing activities in alignment with the strategic marketing plan and collaborate with stakeholders to ensure seamless execution. This role focuses on delivering profitable growth by enhancing efficiency, reducing costs, and improving marketing operations. The individual will support commercial teams with customer-facing activities, including training, and translate marketing strategies into detailed tactical plans. Collaboration with global and local stakeholders is crucial for the success of marketing initiatives.

Functions:

Specific functions in the company that are exclusively linked to the position, and are based on local legal requirements. Not applicable for the majority of the positions within the company.

Key Duties and responsibilities:

- Perform administrative duties to ensure the smooth operation of the department.
- Assist marketing managers in organizing various projects.
- Analyze consumer rating reports and questionnaires using tools like Salesforce to gather important data.
- Organize promotional events and campaigns to drive success.
- Create marketing materials such as brochures and press releases to enhance the company's market presence.
- Engage directly with customers to build trust and relationships.
- Post content on the company's website and social media accounts.

Internal and External Contacts:

Main contacts, internal;

- Arjo Japan Commercial and Marketing units
- Arjo Japan CCO & Marketing
- Arjo Japan functional units
- Arjo Global Product Management

Disclaimer:

The above information in this description is intended to describe the general nature and level of work performed. It does not contain nor is it intended to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Required Skills

Knowledge/Skills/Experience:

Knowledge; (i.e. education, trade qualifications, specialised training)

Academic degree or equivalent, preferably in the area of event management

Ability; (i.e. demonstrated capacity to perform an observable behavior or behavior resulting in an observable product)

Business acumen and understanding of business context to create appropriate event planning
Combination of strategic and operational mindset is required Ability to manage multiple tasks in a rapidly changing environment

Skill; (i.e. application of learning compared to a standard)

Attention to detail Proven writing and verbal English communication skills.
Command of project management tools

Physical Requirements;(i.e. how much physical manipulation does the job require)

Light physical manipulation required.
Physically fit to safely carry out the duties of the role without significant risk to self or others.

Personal Qualities; (i.e essential interpersonal skills, presentation and personality features for job performance)

Results-driven and a self-starter with a great ability to work independently as well as in teams.

Open-minded and innovative with a high level of energy and motivation.

Arjo Group Core Values –

Passion is enthusiasm for improving outcomes for others.

Collaboration is working together to encourage positive outcomes.

Openness is the foundation of a feedback culture respectfully listening to every contribution.

Excellence is a commitment to best-in-class products, people and processes.

Ownership is a proactive effort, being empowered to make important decisions.

Experience; (i.e amount of level of work experience required for job performance)

Knowledge and/or experience in the healthcare industry is highly desirable.

Experience working in organisations undergoing transformation and change.

Experience in Event & Congress Management incl. all related budget and project planning.

Experience and ability to work cross functionally within relatively large organisations and external vendors.

Project Management experience.

Design software experience.

Company Description