



PR/159045 | Marketing Assistant (Japanese-speaking) / Tourism

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1541092

Industry

Digital Marketing

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:41

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

[Key Responsibilities]

- Provide operational support for events such as travel seminars/fairs.
- Assist in implementation of digital marketing (website, social media).
- Build and maintain relationships with key contacts of media/influencers.
- Gather and analyze information for market research and monthly reports.
- Translate various documents and materials across multiple languages including English, Chinese or Malay and Japanese.
- First point of contact for most external enquiries– on phone, email and online inquiries system.

【Job Requirements】

- Able to communicate in Intermediate to Advanced-level Japanese
- Business level English proficiency
- Business level Chinese proficiency
- Minimum bachelor's degree or above in any discipline/background
- Experience in the travel industry, media, marketing (preferred)
- Working experience at Japanese companies/ organizations (additional)

Company Description