

MichaelPage

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【Global IT】バイリンガルコーディネーター**【Global IT】バイリンガルコーディネーター****Job Information****Recruiter**

Michael Page

Job ID

1542263

Division

【Global IT】バイリンガルコーディネーター

Industry

Retail

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7 million yen

Work Hours

Working time: 09:00-17:30

Refreshed

May 23rd, 2025 17:49

General Requirements**Career Level**

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

We are looking for a talented Communications Specialist to craft and execute impactful messaging strategies around Information Security, Privacy, and AI/Data Governance across a global enterprise.

企業情報

A global leader in e-commerce, fintech, digital content, and communications, renowned for its innovation work environment. Join us to be part of a forward-thinking company that offers vast opportunities for growth and development in a diverse and inclusive culture.

職務内容

- Develop high-impact communication materials: presentations, newsletters, signage, videos, and guides (EN/JP)

- Execute awareness campaigns covering InfoSec, Privacy, AI Governance, and Data Governance
- Collaborate with executives and SMEs to gather input and align messaging
- Manage internal platforms like intranet, LMS, SharePoint
- Measure campaign effectiveness and drive improvements through data and feedback
- Coordinate monthly seminars and internal awareness events

条件・待遇

- Working time: 09:00-17:30
- Hybrid working style

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jeff Liao at +81 3 6832 8607.

Required Skills

- Experience as a communications specialist in a large organization
- Proven experience in communication design for technical or compliance-driven topics
- Fluent in both English and Japanese
- Comfortable collaborating with executive stakeholders
- Strong cross-cultural communication and project coordination skills

Company Description

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