



PR/086752 | Media Researcher / Assistant Reporter

Job Information

Recruiter

JAC Recruitment USA

Job ID

1543360

Industry

Digital Marketing

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 15:00

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

COMPANY OVERVIEW

A publishing company is looking for a Media Researcher/Assistant Reporter for its Washington D.C. This position may attend press conferences alone or travel to other parts of the country and may collaborate with reporters in other areas, such as New York and Tokyo.

RESPONSIBILITIES

- In accordance with the bureau chief's instructions, gathering information relevant to the news-reporting activities of the bureau, conducting verification, fact-checking, and doing follow-up research as required.
- Gathering information on individuals or groups relevant to current events and trending news topics based on an accurate assessment of the needs of the bureau chief, correspondents, and subscribers.
- Preparing summaries of the findings and related information in a comprehensive, easy-to-read format and providing recommendations to the bureau chief and correspondents.

- Building and maintaining unique relationships with key policymakers, government officials, experts, and other key players.
- Performs other duties and responsibilities required by management.

REQUIREMENTS

- Bachelor's Degree in related field
- Strong sense of journalistic integrity and professionalism.
- Excellent command of both Japanese and English languages.
- Adequate knowledge and keen interest in American affairs.
- Ability to consistently produce high-quality output with minimum error in a timely manner.
- Solid communication and interpersonal skills, including the ability to quickly understand supervisor's instructions and to keep supervisor informed of the work status and progress.
- Must have proficiency in basic software applications including Word and Excel.
- Must have adequate compute literacy to learn and use other software applications and digital devices currently used, or to be used in the company.

SALARY & Benefits

USD \$55,000 - \$65,000+ Additional compensation (bonus) + Generous benefits package

OTHERS

Work location: Washington DC

* This is a hybrid position. (All employees must work in-office at least 2 times per week)

#LI-JACUS #LI-US #countryUS

Company Description