



PR/118226 | Japanese Speaking Advertising & Marketing Assistant

Job Information

Recruiter

JAC Recruitment UK

Job ID

1559368

Industry

Digital Marketing

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 01:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Japanese Media Company is seeking for:

Job Title: Advertising and Marketing Assistant, All of Nikkei media (Print and Digital)

RESPONSIBILITIES

Sales for our print and digital products, including:

- Understanding all of their Advertising menu (print and digital) and rules.
- Answering enquiries and controlling booking
- Assisting in the preparation of materials.

- Having meetings with clients, advertising agencies and representatives and carrying out overseas trips when General Manager thinks it necessary.
- Managing progress of Advertising campaigns at the request of the General Manager and relaying to advertising agencies or representatives.
- Liaising with Media Business and Global Business of Tokyo head office for sales in Europe, Middle East and Africa (Writing emails in Japanese is necessary).
- Having and expanding connections and good relationships with group company persons in charge in terms of our sales.
- Overall assistance for representatives, and booking/material management.
- Producing brochures, sales material, and presentation documents in English, including proof reading and editing. Translation from Japanese also included.
- Daily checking and filing of advertising/marketing news from newspapers, trade magazines and relevant websites.
- Typing general correspondence and general secretarial assistance in the advertising department.
- Liaising with clients, advertising agencies and representatives to set up appointments.
- Sending invoices to representatives or advertising agencies and managing their payments.
- Answering advertising enquiries with respect to media packs and follow-ups etc.

Marketing support in Europe, Middle East and Africa, including:

General secretarial back up, including:

This information does not define or limit the scope of employment. The Company might reasonably require an employee to perform other duties from time to time. For example, new tasks may arise as their global business expands, such as managing events in the global market, selling sponsorships, and focusing on developing potential sponsors for their Asia, an English-language media outlet.

Depending on the situation this role is primarily office based during normal times.

Requisite Skills

Essential

- Ability to learn quickly
- Good communication skills
- Proficient computer skills using Microsoft Windows including Word, Excel, Powerpoint and Adobe
- Accuracy and attention to detail
- Native-level English and fluency in Japanese (High level of written English, and ability to translate from Japanese to English, Japanese Writing and Reading skills are mandatory)

Preferred

- Graduate
- Experience of working in an advertising or marketing role
- Experience of working in a Japanese environment

Ideal Characteristics

- Self starter, able to work on own initiative
- Flexible manner
- Excellent interpersonal skills
- Strong interest in advertising

TERMS AND CONDITIONS

SALARY: £23,000 – 28,000 (depending on experience)

HOURS: 9:00am - 5:00pm. Monday – Friday (1 hour for lunch)

BENEFITS: Lunch allowance (currently to the value of £60.00 per month)

Inclusion in our Grouped Personal Pension Plan. We will contribute 5% of the employee's annual salary into the Company Scheme.

Private health insurance coverage under our BUPA Select Company Scheme.

Travel insurance

Inclusion in our Group Life Assurance Policy with Canada Life

Annual health screenings at a private BUPA clinic

An annual discretionary bonus

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.co.uk/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.uk/terms-of-use>

Company Description