

MichaelPage

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Marketing and Communication Coordinator

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Job Information

Recruiter[Michael Page](#)**Job ID**

1561059

Industry

Advertising, PR

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 6 million yen

Refreshed

October 8th, 2025 16:09

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

As a Marketing and Communication Coordinator in the jewelry industry, you will oversee the creation and execution of marketing initiatives to enhance brand visibility and engagement. This role requires a strong understanding of communication strategies and the ability to collaborate effectively with internal and external stakeholders.

Client Details

This role is with a mid-sized company known for its focus on delivering high-quality products in the jewelry sector. The organization values innovation and is committed to maintaining a strong presence in the market through strategic marketing initiatives.

Description

- Coordinate and execute marketing campaigns to support brand objectives.
- Develop communication materials, including press releases, newsletters, and presentations.
- Manage relationships with external agencies and vendors to ensure timely delivery of projects.
- Monitor and report on campaign performance and market trends.
- Support the planning and execution of events and promotional activities.
- Maintain consistent brand messaging across all communication channels.

- Collaborate with cross-functional teams to align marketing efforts with business goals.
- Stay updated on industry trends to identify new opportunities for brand growth.

Job Offer

- Hybrid work environment.
- International work environment.
- Career growth within larger group.
- Flextime available.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Matthew Li.

Required Skills

A successful Marketing and Communication Coordinator should have:

- A degree in Marketing, Communications, or a related field.
 - Experience in coordinating marketing campaigns and communication strategies.
 - Strong organizational and project management skills.
 - Proficiency in using marketing tools and software.
 - Excellent verbal and written communication abilities.
 - Experience in luxury retail.
 - Native level Japanese and Fluent level English
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Company Description

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