



## Communications Manager | コミュニケーションズ・マネージャー

### Job Information

**Recruiter**

[Cornerstone Recruitment Japan K.K.](#)

**Job ID**

1564467

**Industry**

Daily Necessities, Cosmetics

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

May 20th, 2026 05:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

No permission to work in Japan required

### Job Description

Job Responsibilities: Responsibilities for this position include but are not limited to:

- Develop and implement an integrated communication strategy that supports the company's brand, marketing, and business objectives.
- Oversee the company's editorial governance framework, including tone, messaging, localization, and approval processes for all content
- Ensure alignment between global and local messaging initiatives, maintaining the integrity of doTERRA's brand voice and narrative across all content and channels
- Oversee the content pipeline from concept to delivery, ensuring timeliness, quality, and strategic alignment
- Lead and mentor a multidisciplinary team including copywriting, translation/editing, and content management specialists
- Set performance goals, provide feedback, and support the professional development of team members
- Oversee the creation and curation of all copy and written content produced by the team

- Approve key messaging frameworks, ensuring they align with corporate identity and target audience insights
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  - Oversee the CMS Specialist in managing and optimizing web content across the company's digital ecosystem
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  - Collaborate with IT, design, and the Brand Experience teams to maintain a seamless and engaging digital experience that aligns message, design, and user interaction.
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  - Ensure that all written and digital communication materials adhere to brand messaging guidelines, partnering with the Brand Experience Manager for visual consistency.
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### Required Skills

- Bachelor's degree in communications, Marketing, Journalism, or a related field.
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  - 3+ years in a management or supervisory role leading content, editorial, or creative teams.
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  - Experience in global or bilingual (English/Japanese) environments preferred.
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  - Leadership and Team Development capabilities
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  - Advanced writing, editing, and proofreading skills in Japanese (English proficiency preferred)
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  - Strong Project Management and organizational skills
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  - Proficiency in digital content management systems and understanding of SEO best practices
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  - Understanding of relevant advertising and commercial transaction laws is a plus
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### Company Description