



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

5.5 million yen ~ 7 million yen

Refreshed

February 11th, 2026 01:00

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.

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

Company Description