



Communications Assistant Manager

フランスに本社を置く グローバル技術コンサルティング企業の日本法人

Job Information

Hiring Company

ALTEN Japan Co., Ltd.

Job ID

1575273

Division

管理部 広報課

Industry

Business Consulting

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Yamanote Line, Tamachi Station

Salary

Negotiable, based on experience ~ 6 million yen

Refreshed

February 2nd, 2026 12:04

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

Permission to work in Japan required

Job Description

We are looking for a Communications Manager – ALTEN Japan to lead our communication efforts in the Japanese market. This role requires both adaptation and execution: at times, you will tailor the group's global communication strategy to the local market; at other times, you will implement global guidelines directly to ensure alignment and consistency with the Group strategy. You will support business objectives, recruitment efforts, and employer branding, acting as a key bridge between the global communications team and the local organization.

Key Responsibilities

- Global-Local Alignment: Ensure consistent implementation of global communication guidelines in Japan, while identifying when adaptation is required to fit the local culture and market dynamics.
- Local Communication Initiatives: Design and execute locally relevant campaigns that resonate with Japanese audiences, while staying aligned with the group's overall brand and messaging.
- Employer Branding & Recruitment Communication: Partner with HR and Talent Acquisition to strengthen our employer brand in Japan and support recruitment campaigns.
- Business Partnering: Work closely with business teams to provide communication support for commercial priorities, events, and client-facing initiatives.
- Internal Communications: Develop engaging initiatives to connect employees with the group's mission, values, and culture.
- Media & PR: Manage relationships with local media, prepare press releases, and support thought leadership opportunities.
- Content Creation: Produce, adapt, and localize content for digital channels, social media, internal platforms, and events.
- Monitoring & Reporting: Measure impact, share insights, and report to both local and global leadership.

雇用形態

正社員

試用期間 有り (3ヶ月)

省令3号イ：長期勤続によるキャリア形成を図るため、若年者（30代まで）を募集します。

給与条件

想定年収：～600万円

月給制

賞与

年2回（6月、12月）

昇給

年1回（1月）

交通費

全額支給

社会保険

健康保険 厚生年金 雇用保険 労災保険

残業手当

定額の残業代+通常の残業代

固定残業時間 20時間/月

固定残業代 33,333円/月

固定残業時間：20時間（33,333円～48,611円）

上記超過分については別途支給

その他手当

家族手当

就業時間

フレックスタイム制

コアタイム 10:00～15:00

休憩時間 45分

残業 月 5時間～10時間程度

福利厚生

- ◆ 社会保険完備
- ◆ 資格取得支援制度（受験料補助・合格祝い一時金支給）
- ◆ 退職年金制度
- ◆ 各種慶弔制度
- ◆ 提携保養所
- ◆ 研修制度（eラーニング／OJT研修／外部研修／企業での研修／マナー研修／ビジネス研修／英語研修）
- ◆ オフィス内禁煙

休日

年間休日 125日

完全週休二日制 土日 祝日 年末年始

年間有給休暇10日～20日（下限日数は、入社半年経過後の付与日数となります）

入社7ヶ月目には最低10日以上

Required Skills**Qualifications & Experience**

- 4-7 years of experience in communications, public relations, or related fields.
- Experience working in an international company or matrix environment preferred.
- Strong knowledge of Japanese communication culture, media landscape, and storytelling practices.
- Fluent in Japanese and proficient in English (business level).
- Experience in employer branding or recruitment communication is a strong plus.
- Strong writing and content creation skills, with the ability to adapt tone and messaging for different audiences.
- Solid project management skills and ability to balance global direction with local needs.

