



## 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**

AL TEN 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 – AL TEN 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.

