



Production Assistant

US PR Agency Launching in Japan

Job Information

Recruiter

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

Hiring Company

High Profile US PR Agency Launching in Japan

Job ID

1577881

Industry

Advertising, PR

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Temporary

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Hibiya Line, Roppongi Station

Salary

5 million yen ~ 6.5 million yen

Work Hours

9:30 - 17:30 (Flex-Time & WFH)

Refreshed

July 3rd, 2026 05:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Directly support Producers to launch and deliver high profile PR campaigns for global TV, Movie and Streaming giants in

Japan.

- Coordinate with client PR agencies, celebrities directly to set up PR Events, Digital Marketing & Advertising campaigns.
- Plan, organize and launch high profile events in 5 star locations
- Support front to back office processes

Required Skills

Previous experience in high profile event management, PR and Digital Advertising a big plus

Energetic, proactive mindset

Confidence in using digital tools and project planning tools.

Company Description