Design Project Coordinator (Web & Graphic)

Job Information

Hiring Company
ZenGroup Inc.

Job ID
1578169

Division
ZenStudio Division

Industry
Internet, Web Services

Job Type
Permanent Full-time

Location
Osaka Prefecture, Osaka-shi Chuo-ku

Train Description
Chuo Line, Sakaisuji Hommachi Station

Salary
Negotiable, based on experience

Work Hours
Standard working hours: 9:15 AM – 6:15 PM

Holidays
5-day workweek (Saturday & Sunday off)

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General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

≪**Job Description & Position Highlights**≫

- Web and graphic production, plus overall project management for outsourced work
- Serve as a core leader overseeing freelancers to ensure quality while actively contributing hands-on and demonstrating proposal skills
- Collaborate with multinational teams to expand Kansai-based creative initiatives

- Enjoy flexible working hours with a 26-day paid leave allowance in the first year

【Job Responsibilities】
ZenStudio's client demand is on the rise, and we're expanding our web design team to keep up. ZenStudio is also building a trusted freelancer network. For project management we need an experienced designer who can manage outsourced design projects and ensure consistent design quality for our clients.
You'll lead freelancer-driven projects and take ownership of your own graphic and web design work. Ready to help build a standout creative agency in Kansai with an international team?

■Main Duties：

- Design layouts and graphics for responsive web pages
- Create banners for online ads
- Create social media posts
- Create presentations and pamphlets
- Screen freelancers and find key players to support the ZenStudio team
- Delegate tasks to freelancers, and follow up on their work
- Share feedback with freelancers and check the deliverables

■Department：
ZenStudio Division ZenStudio Design Team
(Design Team Leader ＝ 1、 Design Project Managers ＝ 2、 Design members ＝ 3)

■Reason for hire：
Staff expansion

■About Us：
ZenGroup is an e-commerce company based in Osaka, Japan, with over 400 active employees across our headquarters and logistics centers. With a diverse workforce representing more than 34 nationalities, we support the international market in purchasing products from Japan and help Japanese companies sell their products overseas.
ZenGroup currently operates the following services:

- ZenMarket: A proxy-buying platform that enables international customers to shop in their own language on major Japanese e-commerce sites such as Mercari, Yahoo Auctions, Yahoo Shopping, and more.
- ZenPlus: An e-commerce marketplace that connects over 3,000 small to mid-sized Japanese businesses with international customers.
- ZenPromo: A promotional service that helps Japanese companies refine their international marketing strategies and build global brand awareness.
- ZenPop: A monthly subscription box service offering curated stationery items that highlight Japanese kawaii culture and other cultural elements.
- ZenLink: An HTML tag-based service for Japanese e-commerce companies that enables their products to be purchased on ZenMarket, driving international web traffic to their stores.
- ZenStudio: A creative agency specializing in web design and video production, supporting businesses entering digital media or enhancing their e-commerce presence to meet modern trends.

Today, our platform has over 2 million registered users, is available in 19 languages, and serves customers in over 181 countries across six continents—delivering Japanese products to the world.

【Employment Type】
Permanent employee (full time)
*3 Month probationary period (salary same as below)

【Salary】
280,000~¥Monthly (Based on previous experience and ability)

- Salary evaluation: Once a year
- Bonus: Twice a year (June and December)

【Working Hours】
Standard working hours: 9:15 AM – 6:15 PM (8 working hours / 1 hour break)
*Flextime available: Start work anytime between 7:00 AM - 10:00 PM, with up to 2 hours of break time per day.
*Standard working hours apply during the initial training period (approx. 2 months).

【Work Location】
Osaka Sakaisuji L Tower, 1 Chome-7-7 Kawaramachi, Chuo, Osaka, Osaka Prefecture, Japan
*Access:Osaka Metro Chuo Line Sakaisuji Honmachi Station 6 mins
*On-site

【Holidays & Leave】

- 5-day workweek (Saturday & Sunday off)
  *Work is required on national holidays, excluding the New Year holiday.
- New Year holiday (4 days)
- Paid leave (26 days in year 1)
  *26 days of paid leave are provided from the first year, with the number increasing annually.
   In 2024, the paid leave usage rate exceeded 80%.
- Congratulatory and condolence leave
- Maternity/paternity leave
- Child care leave
- Personal day leave

【Benefits & Welfare】

- Overtime (paid by minute)
- Transportation allowance (up to ¥30,000/month)
- Complete social insurance (workers' compensation, employment, health, welfare pension)
- Business casual dress code（no suit required）
- Training system (job-specific, level-specific training)
- Japanese/English lessons
- In-house club activities (karaoke, day camp, etc.)
- Monthly company events
- Free tea and coffee

Required Skills

【Must-Have Skills】

- Business-level Japanese proficiency (JLPT N2 or better)
- Business-level English proficiency (TOEIC 850+)
- 3-5 years of experience in the design industry, with a portfolio showcasing graphic design
- Proficiency in Photoshop, Illustrator, and Figma (or Adobe XD)
- Strong attention to detail, with the ability to create designs that are both functional and visually appealing
- Ability to meet deadlines and adapt to changing project needs

【Preferred Skills】

- Proficiency in HTML and CSS
- Knowledge of JavaScript
- Knowledge of PHP
- Knowledge of Shopify

【Personality】

- Strong communication skills (English & Japanese):
  This role requires frequent communication in English within an international team. In addition, the successful candidate must be able to manage both Japanese- and English-speaking freelancers smoothly and effectively.
- Effective time management:
  Multiple projects will be outsourced to freelancers, so strong time management is essential. You must be able to follow up in a timely manner to keep projects on schedule, prevent delays, and ensure deliverables are completed as expected.
- Collaborative mindset:
  You will work closely with both in-house designers and external freelancers. A positive, team-oriented attitude and a willingness to support others are important for maintaining strong working relationships and smooth project execution.
- Detail-oriented approach:
  This role involves reviewing freelancers during the screening process and quality-checking their deliverables after projects are assigned. A strong attention to detail is needed to ensure design work meets ZenStudio's standards and client expectations.

【Regarding the Selection】

- Positions Available : 1
- Selection Process
  ▽First interview – Hiring Team (45-60 mins, online or in-person)
  　*Logic test + Design test (Tests excluded for online interviews)
  ▽Second interview – ZenStudio Web-design team (45-60 mins, in-person required)
  　*Travel Reimbursement up to ¥27,000 available for applicants outside the Kansai　region
  　*Logic Test (If not completed during the first interview)
  ▽Third Interview – HR Planning Team (45-60 mins, online or in-person)
  　*Company culture test

Company Description