



PR/118535 | [Maternity Cover] International Product Coordinator

Job Information

Recruiter

JAC Recruitment UK

Job ID

1589513

Industry

Amusement, Entertainment

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

April 21st, 2026 10:47

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

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

A company in the entertainment industry is hiring for an International Product Coordinator position. Operating in a global environment, the organisation brings together teams across Japan and Europe to deliver high-quality entertainment experiences. The role offers the opportunity to work at the center of international collaboration, supporting creative and operational teams while bridging language, culture, and communication across regions.

Job Description

- Support smooth and accurate communication between teams in Japan and Europe, ensuring messages, updates, and intentions are clearly conveyed in both directions.
- Coordinate projects and meetings across time zones, including schedule management, preparation of materials, translation support, and asset organisation.
- Work closely with European marketing teams to facilitate communication with Japanese stakeholders, supporting material submissions, explanations, and alignment on goals and timelines.

- Provide written and verbal translation and interpretation for internal meetings, marketing and communication initiatives, transversal projects, and media interviews when required.
- Adapt messages and content to suit both Japanese and European cultural contexts, promoting mutual understanding and effective collaboration.
- Support logistics and on-site coordination for visiting Japanese guests, providing assistance in both Japanese and English to ensure a productive and welcoming experience.

Qualifications

- Fluency in Japanese and English, with the ability to communicate professionally in both languages.
- 3-5 years of experience in a communication or coordination role, ideally in an international or intercultural setting.
- Strong understanding of Japanese and European cultural norms, with the ability to navigate and interpret cross-cultural communication needs.
- Excellent verbal and written communication skills, with a high level of accuracy in translation and interpretation.
- Highly organised and adaptable, able to manage multiple tasks across departments and time zones.
- Strong interest and knowledge in the entertainment field, particularly video games, animation, comics, and films.
- Collaborative team player with strong interpersonal skills, diplomacy, and a proactive mindset.

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We regret that only applicants who pass the document screening process will be contacted.

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Company Description