Head of Communications – Japan

Job Information

Hiring Company
ALTEN Japan Co., Ltd.

Job ID
1593571

Division
Communication

Industry
Business Consulting

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Minato-ku

Salary
Negotiable, based on experience

Work Hours
In accordance with company regulations

Holidays
In accordance with company regulations

Refreshed
November 19th, 2026 04:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

≪Job Description & Position Highlights≫

- Responsible for planning and executing public relations strategies for the Japanese market, and overseeing internal and external communications
- Ability to optimize global strategies for the Japanese market and contribute to enhancing the corporate brand
- Ability to collaborate with senior management and overseas teams to drive public relations initiatives with autonomy
- A position at a foreign-affiliated company where you can utilize your English skills and work flexibly in a multicultural environment

【Job Responsibilities】
We are looking for a Head of Communications – 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.

■Reports to:
ALTEN JAPAN's Head of Administrative Division& ALTEN Asia Head of Communications

【Employment Type】
Permanent employee

【Salary】
Based on experience and skill level

【Working Hours】
In accordance with company regulations

【Work Location】
Tokyo, Japan

【Holidays & Leave】
In accordance with company regulations

【Benefits & Welfare】
In accordance with company regulations

Required Skills

【Qualifications & Experience】

- Above 5 – 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.
- Flexible and adaptable: able to balance following global guidelines with adapting strategy locally.
- Culturally aware and able to bridge global and local perspectives.
- Collaborative team player with strong interpersonal skills.
- Proactive, hands-on, and results-oriented.

Company Description