

**【Asia】 Tradeshow Coordinator / 展示会コーディネーター**

**Chinese & English Bilinguals Welcome!**

**Job Information****Hiring Company**

Edmund Optics Japan Ltd.

**Job ID**

1595255

**Division**

Marketing (under Corporate Marketing)

**Industry**

Chemical, Raw Materials

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Bunkyo-ku

**Salary**

4.5 million yen ~ 6 million yen

**Work Hours**

9:00 AM – 5:00 PM (7.25 hours per day)

**Holidays**

Annual holidays: 124 days (weekends, national holidays, and year)

**Refreshed**

June 5th, 2026 18:31

**General Requirements****Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Other Language**

Chinese (Mandarin) - Native

Additional Japanese language skill is an advantage.

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

## Job Description

### «Job Description & Position Highlights»

- **Global Events:** Plan and manage trade shows across Asia.
- **Language:** Chinese Native & English Professional required. (Japanese trilinguals highly welcome!)
- **Travel:** Opportunities for international travel in a global business environment
- **Junior Welcome:** Great career step-up from marketing support or event coordination.
- **Hybrid Work:** 1 day remote work per week / 7.25-hour workdays.
- **New Role:** Newly created position due to organizational growth.

### 【 Job Responsibilities】

The Tradeshow Coordinator, Asia is responsible for planning, coordinating, and executing regional trade shows, exhibitions, conferences, and customer events across Asia.

This role ensures successful event operations, consistent brand presentation, effective vendor management, and seamless collaboration with sales, marketing, and external partners.

### < Key Responsibilities >

#### 1. Trade Show & Event Coordination

- Plan and coordinate regional trade shows, exhibitions, seminars, and customer events throughout Asia.
- Manage event timelines, budgets, logistics, and deliverables.
- Coordinate booth reservations, exhibitor registrations, and sponsorship arrangements.
- Organize shipment of exhibition materials, demo equipment, and marketing collateral.
- Ensure all event activities comply with company branding and regional guidelines.

#### 2. Vendor & Supplier Management

- Liaise with exhibition organizers, contractors, freight forwarders, hotels, and local vendors.
- Obtain quotations and negotiate pricing for booths, graphics, transportation, catering, and related services.
- Coordinate booth construction, installation, dismantling, and on-site support.

#### 3. Internal Coordination

- Collaborate closely with sales teams, product managers, and marketing teams to support event objectives.
- Coordinate staff schedules, travel arrangements, and accommodation for event participants.
- Support preparation of promotional materials, giveaways, presentations, and product demonstrations.

#### 4. Budget & Administrative Support

- Track event expenses and maintain accurate budget records.
- Process purchase orders, invoices, and vendor payments.
- Prepare post-event reports including attendance, lead generation results, and ROI analysis.

#### 5. On-site Event Support

- Attend key trade shows and events as required.
- Ensure smooth event setup and operations.
- Troubleshoot operational issues during events and provide real-time solutions.

### < Working Conditions >

- Occasional overseas travel within Asia (approximately 3 times per year), including destinations such as Singapore and South Korea.
- Flexibility to support events outside regular working hours when necessary.

### < Team & Communication >

- The Japan marketing team currently consists of 2 members, and you will be the 3rd member of this team.
- This role works closely with colleagues across multiple regional offices in Asia, providing frequent opportunities for cross-border collaboration.
- Day-to-day communication within the team is primarily conducted in English and Chinese.

### 【 Employment Type】

Permanent employee

### 【 Annual salary】

JPY 4.5M – 6.0M

### 【 Working Hours】

9:00 AM – 5:00 PM (7.25 hours per day)

- Working hours may vary slightly depending on coordination with the China office.

### 【 Work Location】

Tokyo Office: 2-29-24 Honkomagome, Bunkyo-ku, Tokyo, Japan

- Nearest stations:

Sengoku Station (Toei Mita Line) – 3 min walk / Sugamo Station (JR Yamanote Line) – 12 min walk

■Smoking policy:No smoking indoors (entire facility is non-smoking)

■Work style:Hybrid work available (remote work possible once per week)

### 【 Holidays & Leave】

- Annual holidays: 124 days (weekends, national holidays, and year-end/New Year holidays)
- Paid leave: Available (from 10 days)
- Average annual paid leave usage across the company: 11 days

**【Benefits & Welfare】**

- Social insurance:  
Health Insurance, Employees' Pension Insurance, Employment Insurance, and Workers' Accident Compensation Insurance
- Retirement benefits: Available
- Dormitory / company housing: Not available

**Selection Process & Application Requirements**

- 3 rounds of interviews
- Interviews will be conducted in English and Chinese.
- When you apply, please submit your resume in English (English CV required).  
※日本語の履歴書・職務経歴書をお持ちの場合は、参考資料としてご提出いただけますと幸いです。

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**Required Skills****【Qualifications】**

- 2–5 years of experience in event coordination, trade show management, or marketing support.
- English and Chinese required.
- Proficiency in Microsoft Office applications (Excel, PowerPoint, Word).

**【Preferred Qualifications】**

- Additional Japanese language skill is an advantage.
- Experience working in a multinational or regional environment is preferred.
- Experience coordinating events across multiple Asian countries is an advantage.
- Bachelor's degree in Marketing, Business Administration, Communications, Event Management, or related field preferred.
- Familiarity with CRM systems and marketing tools is a plus.

**【Preferred Attributes】**

- Positive and service-oriented attitude.
- Strong cultural awareness and adaptability.
- Ability to remain calm under pressure during live events.
- Hands-on mindset with willingness to support operational tasks.

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**Company Description**