



Understanding People

Event Planner / イベントプランナー

Global pharma clients

Job Information

Recruiter

Specialized Group

Job ID

1600843

Industry

Tourism

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

July 6th, 2026 19:14

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

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Event Planner イベントプランナー - Pharmaceutical Events (Hybrid, International)

国際的な旅行代理店が、グローバルな製薬会社向けのイベントを担当するイベントプランナーを募集しています。このポジションでは、イベントの総合的な管理をリードし、現地でのサポートや会場・講演者との調整を行います。ハイブリッド勤務の利点を楽しみ、国際的なチームの一員として急募のチャンスを掴んでください。

Key Responsibilities:

- Manage pharmaceutical industry event logistics and coordination
- Create and manage event budgets and invoices
- Provide on-site support during events
- Prepare and lead strategic business reviews
- Monitor service delivery and adherence to policies

- Coordinate with clients and partner companies for event execution
- Manage attendee registration and communication
- Lead team training on SOPs and compliance

Qualifications:

- Experience in event planning and management
 - Experience with pharmaceutical industry events is preferred but not mandatory
 - Proficiency in Cvent software
 - Fluency in Japanese and English (business level preferred)
 - Experience in travel industry reservations is preferred but not mandatory
 - Experience with hybrid work environments is preferred but not mandatory
 - Strong organizational and multitasking skills
 - Ability to join the role immediately
-

Company Description