



IR/PR Executive Officer Assistant

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Job ID

1602190

Industry

Property Developer, House-builder

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 6 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

August 7th, 2026 15:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation (Amount Used: English usage about 25%)

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Opportunity within the Business Strategy Office of a NYSE-listed real estate and hospitality company. The role combines executive support with exposure to Investor Relations (IR), Public Relations (PR), overseas business coordination, and corporate planning.

IR and PR Support

- Assist in preparing IR materials, earnings presentation materials, and investor materials
- Support the distribution of news releases and updates to company profile materials
- Support market research, competitor research, and public relations / PR-related work

Overseas Coordination

- Prepare English-language materials and handle translation-related work
- Support communications with overseas investors and overseas subsidiaries

Other Responsibilities (M&A Arrangements and Business Planning Support)

- Prepare meeting materials and support project execution
 - Coordinate with internal and external stakeholders and handle various arrangements
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Required Skills

- Intermediate or higher English proficiency
- Experience preparing materials with PowerPoint, Excel, and Word
- Experience coordinating and arranging work with internal and external stakeholders

Preferred Qualifications

- Practical experience in IR, PR, or public relations
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Company Description