



グローバル広報・マーケティング部 Content Editorial / Global COM Marketing DTA C...

三菱ふそうトラック・バス株式会社での募集です。 広報・CSRのご経験のある方は...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

三菱ふそうトラック・バス株式会社

Job ID

1604379

Industry

Automobile and Parts

Company Type

International Company

Job Type

Permanent Full-time

Location

Kanagawa Prefecture

Salary

5 million yen ~ 9 million yen

Work Hours

08:00 ~ 17:00

Holidays

【有給休暇】有給休暇は入社時から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 1月～6月入社の場合は1...

Refreshed

July 23rd, 2026 17:45

General Requirements

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2398190】

【仕事内容 / Job Description】

■Job Summary

This role in Executive Communications serves as a strategic communications partner to executive leadership with primary responsibility for crafting messaging that drives organizational alignment and engagement. The position ensures the CEO's voice is consistent and compelling across all internal and external channels while supporting critical internal communications

that keep employees informed and engaged during periods of significant organizational change and growth.

Speechwriting and Executive Messaging

Develop speeches talking points briefing materials and presentation scripts for the CEO for internal and external events including town halls press conferences panel sessions.

CEO Social Media Management

Build and maintain CEO's LinkedIn and social intranet profiles through regular posting to drive engagement and maintain positive visibility at the same time highlighting and pushing key company messaging such as MFTBC's vision and goals.

Internal/Employee Communications

Draft CEO company wide announcements on diverse topics including strategic updates New Year/year end messages organizational and personnel changes and company milestones to build employee solidarity and sense of belonging. Draft OpCom announcements for internal distribution covering compliance matters policy updates and regulatory requirements.

Cross functional Support

Work with PR team to maintain and update master briefing documents with current company messaging key statistics and CEO profiles. Provide ad hoc editorial support including proofreading copy editing and content development across various corporate materials working with various departments.

Opportunities:

Great opportunity to collaborate with stakeholders across various departments on the communication of core strategic topics
Gain bird's eye view of company strategy future direction and industry trends
Take ownership for consistent messaging of CEO brand and strategic values across our corporate communication channels
Opportunity to support with photo video shooting and other creative initiatives

【部門の説明/紹介】 Introduction/Description of the Department

The Global Com Marketing department is responsible for external PR Media relations in Japan as well as steering the communication in worldwide markets. It is also responsible for Internal Communication for the more than 10,000 employees in Japan and abroad as well as events and digital communication internally and externally. Creating Stories organizing Press Conferences Interviews as well as events and industry shows and distributing exciting news through various channels are only some of the many exciting tasks that the department is dealing with. The Internal Communications Marketing Collateral team covers internal communication to all employees of MFTBC and other business units the creation of domestic product collateral (brochures sales manuals and leaflets) support for the product collateral of international markets as well as executive communication.

Organization

This position is part of the Internal Communications Marketing Collateral team.
Stakeholders include the CEO and other Executives other Communications teams suppliers global markets product management domestic sales and more.

Required Skills

■ Job Experience Knowledge

Experience with crafting C suite level speeches managing executive's voice across multiple channels.
Proven track record of understanding and incorporating company values policies and strategy in all messaging with consistency.
Experience with stakeholder management and communication to the leadership team.

Time management skills and experience in managing short turn around times

MS Office suite LLMs (Copilot/ChatGPT etc.)

Photography and/or Video filming/editing (nice to have)

Adobe Photoshop/ Premiere Pro/ InDesign (nice to have)

■ Language Level

Japanese: Business

English: Native (required)

Company Description

●トラック・バスの開発、製造、販売、輸出入