

Hospitality and Event Coordinator◆新設チーム立上げメンバー / イベント運営・施設管理業務

✓日英語学力＋イベント制作やプロジェクト管理経験を活かせる

Job Information

Hiring Company
Nouvelle Medias

Job ID
1605013

Industry
Other (Advertising, PR, Media)

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Shibuya-ku

Train Description
Yamanote Line, Shibuya Station

Salary
4 million yen ~ 5.5 million yen

Work Hours
Standard 9:00-18:00　*Flexible based on event schedules.

Refreshed
November 26th, 2026 03:00

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
High-School

Visa Status
Permission to work in Japan required

Job Description

≪Job Description & Position Highlights≫

- Manage event operations for global companies, including venue coordination and logistical support
- Gain fulfillment by creating exceptional guest experiences through VIP support and cross-functional collaboration
- Utilize English and Japanese skills in a global environment with flexible event-based work arrangements
- Develop expertise in large-scale event management while driving customer satisfaction and operational excellence

【Job Responsibilities】

Nouvelle Médias is seeking an Event Coordinator to join our event team (4 people) in supporting high-touch events at a global technology company. In this role, you will serve as the central point of contact for event operations and facilities management, ensuring the seamless execution of events within the client's dedicated spaces. You will collaborate with internal teams, external clients, and vendor-partners to manage complex logistical needs. We are looking for a proactive professional with deep operational expertise who is committed to delivering exceptional service in a fast-paced environment.
*Working language:English and Japanese

< RESPONSIBILITIES >

- Venue management:
  -Serve as the central 'conductor' for the venue, orchestrating all logistical maintenance and execution, including catering, audio-visual, security, and swag/collateral to ensure the experience aligns with the client's vision.
- Calendar management:
  -Manage booking requests utilizing the client's internal system, and ensure calendar invitations are sent for planning meetings and speaker scheduling.
- Administrative duties:
  -Supply management, event documentation, and post event communications to key stakeholders.
- Event logistical operations:
  -Coordinate services such as audio-visual support, catering and security, timely budget management and event reconciliation, décor setup, hiring temporary staff, and lead space tours and demos.
- Cross-functional liaison:
  -Liaise and build effective cross-functional relationships across different levels within the immediate team and the client's organization to ensure strict adherence to client standards of operations.
- Communications:
  -Communicate with event organizers in English and Japanese, manage client expectations, and escalate issues as needed.
- Creative solutions:
  -Propose measures to enhance customer experience to achieve the desired event objectives.

< About Nouvelle Médias >
From nationwide television programs and commercials, to live music videos for world-renowned artists and large-scale corporate festivals—Nouvelle Médias is a well-established production company specializing in delivering one-stop, world-class experiences across all media and event genres. Our mission is to combine technical excellence with unparalleled hospitality to transform our clients' visions into reality.

【Employment Type】
Permanent contract (negotiable)

【Salary】
Based on experience and skill level

【Working Hours】
Standard 9:00-18:00
*Flexible based on event schedules.
*Weekend/evening work is rare, but compensatory leave (振替休日) is possible in lieu of those occurrences.

【Work Location】
Shibuya (client's office)

【待遇・福利厚生】

- 各種社会保険完備
- 通勤手当支給（規定あり）
- 出産・育児支援制度
- 資格取得支援制度
- 各種研修制度
  （入社時研修 / フォローアップ / e-learning）
- 定期健康診断
- 産業医契約
- メンタルヘルスチェック
- 鍼灸・マッサージ費用補助
- 通信手当（月3,000円）
- スポーツクラブ利用補助
- 健保保養所利用可
- ベネフィットサービス利用可
- 社内イベントあり
- 退職金制度あり（規定あり）
- 採用成果に応じたインセンティブ制度あり

Required Skills

【Required】

- 3 to 5 years event or project management experience, preferably with high-profile clients in the luxury or hospitality sector.
- Full professional proficiency in both English and Japanese. (TOEIC 900+ and JLPT N1 or equivalent certification/experience. Must be comfortable leading meetings, managing executive-level expectations, and updating event-related documentation.)
- Experience in building, maintaining and developing relationships with VIP guests.
- Experience working cross-functionally with all levels of stakeholders in a fast-paced environment.
- Familiar with Google Workspace (Google Drive, Slides, Docs, Spreadsheet, Meet, Chat, Calendar, Gmail, etc.)

【Preferred】

- Working knowledge of current online meeting and live stream platforms, audio visual systems, and technical production. Keynote, Microsoft Office.
- Experience working on large and complex databases.
- Experience using image/video editing software such as Adobe Creative Cloud.

【Ideal Candidate Profile】

- Ability to think independently and make decisions to maximize guest experience.
- Creative problem solver, resourceful, team player.
- Adaptability to situations and ever-changing demands.
- Highly organized with the ability to handle multiple tasks to meet strict deadlines.
- Ambitious and proactive with a calm and flexible approach to handling pressure.
- Curious.
- Fast learner.

【SELECTION PROCESS】

- 1st: HR online interview　*Japanese and English
- 2nd: Team in-person interview (+ personality test)　*Japanese and English
- 3rd: Executive board in-person interview at Shibuya office　*Mainly Japanese

【APPLICATION DOCUMENTS】

- Rirekisho 履歴書 (Japanese | Required)
- Shokumukeirekisho 職務経歴書 (Japanese | Required)
- Portfolio (Optional)
  ** Please submit the English version of the above documents as well, if available.

Company Description