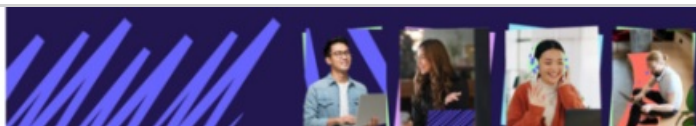


Michael Page

Event Operations Manager | International Environment

Event Operations | Global environment

Job Information

Recruiter

Michael Page

Hiring Company

非公開

Job ID

1605305

Industry

Other

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

60 million yen

Work Hours

詳しくはお問い合わせください

Holidays

土日祝 完全週休2日制

Refreshed

July 31st, 2026 09:49

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Lead the planning and execution of logistics for corporate events, conferences, and brand experiences across Japan and APAC.
- Manage venues, suppliers, transportation, accommodation, budgets, and on-site operations to ensure seamless event

delivery.

Client Details

Our client is a globally recognized experiential marketing agency that creates memorable brand experiences for leading international brands. With a collaborative, people-first culture and a strong focus on creativity and operational excellence, the company offers the opportunity to work on exciting, large-scale projects in a dynamic and international environment.

Description

- Lead logistics planning and operations for meetings, conferences, brand activations, and experiential events.
- Develop detailed operational plans, production schedules, and event timelines.
- Coordinate transportation, accommodation, venue operations, catering, staffing, security, and guest services.
- Manage attendee registration, airport transfers, VIP logistics, and on-site guest experiences.
- Prepare operational documentation including run sheets, transport schedules, venue plans, and contingency plans.
- Ensure compliance with health, safety, and risk management requirements.
- Research, source, and negotiate with venues, hotels, and external suppliers.
- Build and maintain strong relationships with vendors and service providers.
- Work closely with producers, account teams, creatives, and external partners to deliver successful events.
- Manage logistics budgets, track supplier costs, and oversee post-event reconciliations.
- Lead on-site event operations and resolve operational issues efficiently.

Job Offer

- Opportunity to work for a leading global experiential marketing agency.
- Exposure to high-profile international events and brand experience projects.
- Collaborative and multicultural working environment.
- High level of ownership and autonomy over event operations.
- Opportunity to work across Japan and the Asia-Pacific region.
- Career growth within an internationally recognized organization.
- Dynamic, creative, and fast-paced workplace where no two projects are the same.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Airi Sato on +81 3-6627-6107.

Required Skills

- Business-level Japanese and fluent-level English communication skills.
- 5+ years of experience in event operations, logistics, hospitality, travel, MICE, DMC, or large-scale event management.
- Experience coordinating transportation, accommodation, and venue logistics for corporate events.
- Strong project management and organizational skills with excellent attention to detail.

Company Description

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