Senior Producer, Events

Exclusive job

Stable global company, great benefits

Job Information

Recruiter
Advisory Group K.K.

Hiring Company
Global B2B and B2C event producer (Expo, Conference, Entertainme

Job ID
1608121

Industry
Other (Distribution, Retail, Logistics)

Company Type
Large Company (more than 300 employees) - International Company

Non-Japanese Ratio
Majority Non-Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Minato-ku

Salary
6 million yen ~ 10 million yen

Salary Bonuses
Bonuses paid on top of indicated salary.

Work Hours
8hrs per day

Holidays
15+

Refreshed
November 13th, 2026 00:00

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

Event Logistics & Operations
● Lead operational planning for meetings, conferences, brand activations and experiential events.
● Develop and manage detailed logistics plans, production schedules and operational timelines.
● Coordinate all event logistics including transportation, accommodation, venue operations, catering, staffing, security and guest services.
● Manage attendee movements, airport transfers, shuttle operations and VIP logistics.
● Coordinate registration, accreditation and on-site guest experience operations.
● Create operational documents including run sheets, venue plans, rooming lists, transport schedules and contingency plans.
● Ensure all health & safety, compliance and risk management requirements are met.
● Lead on-site operations and quickly resolve any operational issues during live events.

Venue & Supplier Management
● Research, source and negotiate venues throughout Japan.
● Manage venue contracts, function space requirements and operational planning.
● Build strong relationships with hotels, DMCs, transportation providers, production vendors and local suppliers.
● Negotiate competitive pricing while maintaining high service standards.
● Coordinate supplier deliverables and ensure deadlines are met.

Project Management
● Work closely with Producers, Account Teams and Creative teams to ensure operational feasibility.
● Develop and maintain detailed project schedules.
● Coordinate communication between internal teams and external vendors.
● Identify operational risks early and implement mitigation plans.
● Support multiple projects simultaneously while maintaining exceptional attention to detail.

Budget Management
● Develop and manage logistics budgets.
● Track supplier costs and identify opportunities for efficiencies.
● Ensure logistics spend remains within approved budgets.
● Reconcile vendor invoices and event costs after program completion.

Success Measures
● Seamless event execution with exceptional operational delivery.
● Guests and clients experience smooth, stress-free events.
● Strong supplier relationships and operational excellence.
● Effective budget management.
● Reliable project delivery under tight timelines.

Required Skills

● Bilingual (Business Japanese & Business English), with a strong understanding of Japanese business culture.
● 5+ years' experience in event operations, logistics, travel management, destination management, hospitality, MICE, DMC or large-scale event delivery.
● Experience managing transportation, accommodation and venue logistics for corporate events.
● Strong project management and organizational skills with excellent attention to detail.
● Ability to manage multiple priorities in a fast-paced environment.
● Excellent communication and stakeholder management skills.
● Experience negotiating with hotels, venues and suppliers.
● Comfortable working on-site, including occasional evenings, weekends and travel.
● Proficient with Microsoft Office and project management tools.
● Calm under pressure with excellent problem-solving abilities.
● Passionate about creating exceptional guest experiences through flawless operations.

Company Description