



Understanding People

Event Manager - MICE Operations イベントマネージャー・MICEオペレーション

Lead MICE Events Across Japan

Job Information

Recruiter

Specialized Group

Job ID

1609078

Industry

Tourism

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

August 21st, 2026 10:48

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

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

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Overview

Our client, a leading travel and event solutions provider, is seeking an Event Manager - Operations to oversee MICE events across Japan. This role offers the opportunity to lead a dedicated team, manage client relationships, and ensure operational excellence in a dynamic and international environment. Located in central Tokyo, this position provides professional growth, career advancement, and the chance to contribute to Japan's reputation as a premier MICE destination.

Key Responsibilities:

- Oversee end-to-end MICE event delivery in Japan
- Lead and develop a team of event professionals
- Develop detailed itineraries, budgets, and event plans
- Collaborate with suppliers and venues for smooth operations
- Act as main client contact, building strong relationships
- Ensure compliance with company policies and timelines
- Promote innovative solutions to enhance client experiences

Requirements:

- Fluent in English and Japanese (written and spoken)
- Proven experience in managing large-scale MICE operations in Japan
- Expertise in supplier negotiations and budget management
- Bachelor's Degree in Tourism, Event Management, or related field
- 5+ years of experience in event management
- Experience with event management software (e.g., Cvent, Eventbrite) is preferred but not mandatory
- Strong leadership and team management skills

Company Description