

Company Meeting Planner

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
グローバル投資会社

Job ID
1621419

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
9 million yen ~ Negotiable, based on experience

Refreshed
November 5th, 2026 17:16

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

Demonstrates an intermediate knowledge level in meeting and event planning and works under limited direction to resolve complex issues and/or address rare, high impact situations. Responsible for company meetings, skilled in working closely with company management, investor relations, brokers and the Investment Group (IG). Responsible for the design, development, planning, execution, budgeting, risk mitigation and outcomes. Partners with IG and the Corporate Access team to strategically execute investment research meetings, which are critical to the investment research process, impacting investment decisions. Guides and executes the planning from an initial concept through completion, while enhancing and materializing ideas.

Plan, schedule and manage research trips, CG hosted conferences, industry expert events and partnered broker conferences.
Understanding of companies, industry sectors/clusters to strategically prioritize and schedule programs.
Strategic pre-trip planning customized to determine optimal target cities and companies based on company holdings, sector coverage and business objective(s).
Drives the planning process, identifies purpose and goals of the program with senior business leaders, analyzes alternatives, makes recommendations to meet business objectives and measures meeting outcomes

Executes global meetings and events from concept to execution including schedule, format, venue management, audio/visual technology, attendee management, food and beverage, transportation, accommodations, staffing, and budget management
Selects, recommends, and negotiates all vendor and venue contracts, while considering costs, risks, and service outcomes
Manages and executes multi-channel projects that include audio visual, live experiential events, video production, social and digital customer journeys and the vendors that support these areas
Prioritizes and manages multiple meetings, timelines, stakeholders, partners and vendors to meet business needs
Manage attendee communication including pre-event marketing, invitations, registration and respond to event inquiries
Post event analysis, including issuing surveys, analyzing trends and evaluating meeting effectiveness (ROI). Establishes lessons learned to improve future meetings
Participate in special projects that benefit the operations of the department
Oversee onsite attendees monitoring meeting attendance, attendee health/safety, live travel status and ground transportation
Manage response and communication around emergency health and safety situations including associate illness, injury, etc.
Manage and maintain the CRM database, distribution lists and other investor-related databases.
Build relationships with Company Investor Relations teams and have a broad understanding of their requirements (i.e., blackout periods).

Employee Benefits:
Health Insurance Employees' Pension Employment Insurance Industrial Injury Insurance

Required Skills

Industry Best Practice Research

Knowledge of assigned sector or country coverage to make recommendations for the best business and operational outcomes.
Monitor industry trends, competitive landscape, social media, and device landscape to inform and inspire the development of new event experiences and activations.
Stays informed of venues, market rates, and meeting planning execution best practices.

Business/Technical Skills

Intermediate project management skills
Creative and decisive problem solver
Demonstrates sound judgement in resolving matters of moderate complexity
Develop and maintain effective professional relationships with key external and internal customers, business units, vendors and colleagues
Familiar with industry sectors/clusters (e.g. Financial, Tech, Healthcare, etc.), disaggregation policy and managing sensitive material.
Identifies inefficiencies/issues, recommends solutions and implements improvements
Proficient in CorpAxe, CVENT, WebEx, Google Suite, Zoom and Microsoft Office and other virtual event platforms
Intermediate/Advanced technology background - event websites and mobile event applications
Proficient in working in other countries, adapting to cultural sensitivities and norms
Handle sensitive information and maintain data.
Language: Native level of Japanese and conversational English
Communication & Interpersonal Skills: Build rapport with clients, vendors, and staff, listen well, and clearly convey expectations.
Strong problem-solving and cognitive skill
Works calmly under pressure and manage ambiguity well
Relevant Experience is preferred but not a must

Company Description

新たに日本マーケットに参入される外資系企業や、日本でさらなるビジネス拡大をお考えの外資系企業のお客様に、私たちは最適な採用サポートを提供いたします。1975年に英国初の日系人材紹介会社としてロンドンで創業し、その後シンガポール、日本、マレーシア、インドネシア、タイ、中国の7カ国 (また2011 年には香港・韓国にも拠点を新設予定) でグローバル人材紹介会社として事業を拡大してきたジェイ エイ シーは、そのバックグラウンドから、海外文化への深い理解を持ち合わせています。グローバルに事業を展開する日系人材紹介会社のリーディングカンパニーとして、私たちは他に類のない人材ネットワークから、日本人の優秀なバイリンガル人 材や外国人のプロフェッショナル人材をご提供することが可能です。幅広い業種、職種においてのエキスパートである当社のネイティブあるいはバイリンガルコ ンサルタントが皆様のパートナーとなり、適材適所で人材のご紹介をいたします。ジェイ エイ シーが築いてきた特有の歴史、文化、そしてグローバルマーケットでの強みを揺ぎない核として、日本マーケットで躍動する外資系企業のお客様のニーズにさら に的確にお答えするために、ジェイ エイ シー インターナショナルは誕生しました。私たちはアジアやヨーロッパのJAC Recruitment Group海外各社と緊密に連携を取り、お客様の真のニーズを把握した上で、最適なキャンディデイトをご紹介いたします。

?

We provide specialized proactive recruitment support tomultinational clients who are setting up new operations or areexpanding existing business and seeking further growth in theJapanese market.As the first Japanese recruitment company to set up operations in theUK in 1975, understanding foreign cultures is second nature to us.With our extensive global network and historically leading position asrecruitment consultancy to Japanese corporations, we have access toan unrivaled pool of bilingual Japanese and foreign professionals.Our professional consultants are experts in a range of Industries andfunctions and all have extensive multicultural experience.Based on JAC's unique history, culture and market strength, JACInternational was founded to provide dedicated support to ourmultinational corporate clients in Japan.

JAC International Co., Ltd. is a wholly owned subsidiary of JAC Recruitment. Co., Ltd.