



## Guest Coordinator

**Fast growing US based media company**

### Job Information

**Recruiter**

Ahead Japan

**Job ID**

1059336

**Company Type**

Large Company (more than 300 employees) - International Company

**Job Type**

Permanent Full-time

**Location**

Chiba Prefecture

**Salary**

3 million yen ~ 4 million yen

**Refreshed**

January 20th, 2021 05:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

### Job Description

- Guest support (schedule management and coordination)
- Coordination of work related to SNS
- Supporting the guest for promotion video shooting, event appearances, etc.
- Sample merchandise management/distribution
- Contacting overseas vendors via E-mail (in English)
- Contact with talent agents (schedule confirmation, communication of product information, etc.)
- On-air preparation with merchandise department and guest training team

### Required Skills

- Great communication skills and team work
- Flexibility and ability to multi-task
- Ability to adjust and explain the schedule accurately
- Those who can ensure confidentiality
- Those who are good at admin work
- PC Skills (Outlook, Word, Excel)
- Ability to read, write and communicate in English

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## Company Description

**Think Ahead. Move Ahead.**

**We know that who you work with matters.**

**Think of Ahead - think of your future.**

Ahead Japan is an executive search firm changing recruitment in Japan and the APAC region. Headquartered in Tokyo, we assist SMEs and multinational corporations in their hiring needs with our extensive network of bilingual professionals. Ahead specializes in function-based recruiting in the areas of IT, Marketing, Finance & Accounting, and Office Administration.

Here at Ahead, we know that who you work with matters. We help you think positively and move forward. For our clients, we are dedicated to helping you build a strong workforce and assure you we'll find the best candidate for the job. For our candidates, we are focused on supporting your ambitions and placing you in a position that reflects them. So whether you are a client or a candidate, when you think of Ahead, think of your future.

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