



【年収～ 600万円】 PR/Communications Specialist [Exclusive job](#)

グローバルカンパニー

Job Information

Recruiter

Software Engineering Co.,LTD

Hiring Company

世界で唯一のビジネスを手掛けているオンリーワン企業

Job ID

1074017

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 6 million yen

Work Hours

9 : 00～18 : 00

Holidays

土日祝祭日

Refreshed

April 20th, 2024 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English Only)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Responsibilities

- Media Relations
 - Assist in responding to daily media requests via phone and email.
 - Draft Japanese press releases, articles, and other announcements to be sent out internally as well as externally.

- Draft Japanese social media posts.
 - Develop and maintain press materials including but not limited to biographies, fact sheets and presentations.
 - Manage and update existing media contact list. - Track press coverage and compile media clippings.
 - Assist with drafting and editing Company's monthly Japanese newsletter.
 - Assist the team with PR/Marketing strategy and direction.
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- Event Planning -
 - Assist with the implementation and logistics of Japan-based events including but not limited to conferences, exhibitions, and on-site visits.
 - Support international events including but not limited to conferences, exhibitions, and presentations.
 - Maintain the list of outreach opportunities in the team calendar.
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- Administrative Tasks
 - Order and maintain stock of company swag and coordinate with relevant vendors.
 - Manage invoices and purchase requests on behalf of the team.

Required Skills

Essential Skills

- University level degree in PR, Communications, Marketing or a related field
- 3+ years of experience in a relevant field.
- Exceptional communication, negotiation & problem-solving skills.
- Native level Japanese language proficiency and advanced proficiency in English (TOEIC 750+).
- Competency in MS Office (Word, Excel, PowerPoint).
- Ability to work in a fast-paced environment and manage multiple projects simultaneously.

Desired Skills

- Experience working in the space industry.
- Experience with WordPress

Company Description

「ITと英語」

語学系の職種を中心に、通訳者、翻訳者やコンピューター技術者の派遣が当社の強みです。

「ITと英語」をキーワードにした通訳者、翻訳者やエンジニアの派遣で、お客様のニーズにお応えしています。

語学を必要とする各種のスペシャリスト、通訳者、翻訳チェッカー、DTPオペレーター、ローカライズエンジニア、ソフトウェア開発者、テストエンジニア等、数多くの人材が登録。事務中心の大手派遣会社と一線を画しています。特に20代～30代の語学系の女性スタッフが多いのも当社の特徴で、派遣先は国内にとどまらず、アメリカ、オランダ、フランスなど海外にも及んでいます。