

MichaelPage

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Event Management - Global Consulting Firm

Event Management

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1544708

業種

ビジネスコンサルティング

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

450万円 ~ 650万円

更新日

2025年06月16日 16:55

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒 : 学士号

現在のビザ

日本での就労許可が必要です

募集要項

This role is responsible for planning and executing B2B events such as seminars, roundtables, and award ceremonies (both online and offline), including coordination with stakeholders, script creation, on-site operations, and post-event reporting.

Client Details

The hiring organization is a well-established, large organization in the professional services industry. Known for its expertise, the company specializes in providing innovative business solutions and values excellence in every aspect of its operations.

Description

- Plan and manage B2B events such as online/offline seminars, roundtables, and award ceremonies.
- Coordinate with internal teams, create event scripts, and oversee setup, operations, streaming, and recording.

- Handle task management and prepare post-event reports and related documentation.

Job Offer

- Competitive compensation package.
- Full flextime and remote work availability.
- Opportunity to grow in a large global firm.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jamel Akalay on +81 3 6832 8935.

スキル・資格

- Over 2 years of experience in event operations support.
- Intermediate skills in Excel and PowerPoint.
- Comfortable working in an English-speaking environment (or wants to challenge working in English).
- Fluent in Japanese.

Young professionals who want to challenge and grow in a big global company are also very welcome.

会社説明

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