

MichaelPage

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Event Coordinator - Global Real Estate Company

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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

採用企業名

非公開

求人ID

1553570

業種

不動産仲介・管理

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

650万円 ~ 900万円

勤務時間

詳しくはお問い合わせください

休日・休暇

土日祝 完全週休2日制

更新日

2025年07月31日 13:24

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

ビジネス会話レベル

日本語レベル

流暢

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

- Plan and execute diverse corporate and internal events that enhance brand visibility.
- Work closely with a global team in a flexible, hybrid working environment.

Client Details

This international firm operates at the intersection of business strategy and space - offering integrated solutions that support clients in managing their physical assets and optimizing workplace performance. With a strong global footprint and a long-standing presence in Japan, the company combines international best practices with local market expertise. The working culture is open, collaborative, and flexible, blending stability with the freedom to innovate.

Description

- Support end-to-end event planning and execution across external and internal events
- Coordinate with vendors and venues
- Manage budgets and handle cost tracking
- Oversee event-related communications (emails, reminders, follow-ups)
- Create content for internal events
- Handle logistics and on-site operations on event days

Job Offer

- Flexible work style (hybrid, flex-time, free-address office)
- Opportunity to contribute to a fast-growing, future-focused industry
- Supportive and balanced corporate culture-innovation meets stability
- A newly renovated, well-designed office space

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Airi Sato +81 3 5733 7166.

スキル・資格

- Fluent-level Japanese and business-level English skills
- 2-3 years of experience in event coordination or marketing
- Comfortable with AV equipment and tech tools
- Experience with SharePoint and Zoom is a plus

会社説明

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