

**MichaelPage**

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## Project Coordinator

### Project Coordinator

#### 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

1557117

##### 業種

新聞・出版・印刷

##### 雇用形態

正社員

##### 勤務地

東京都 23区

##### 給与

500万円 ~ 650万円

##### 更新日

2025年09月04日 14:17

#### 応募必要条件

##### キャリアレベル

中途経験者レベル

##### 英語レベル

流暢

##### 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

The role of Project Coordinator is accountable for ensuring client satisfaction through understanding the clients' brand, objectives, and creative vision. Whether the clients are individuals, organisations, government departments, or nonprofits, our primary focus will be on supporting them to reach their ambitious goals by offering expert guidance and support.

#### Client Details

This opportunity is with a recognized organization in the media industry, dedicated to meaningful and impactful work. As part of a medium-sized team, the company values collaboration and delivering quality outcomes for their mission-driven initiatives.

#### Description

- Coordinate and manage marketing and agency projects from inception to completion.
- Ensure timely communication between internal teams and external stakeholders.
- Monitor project timelines, budgets, and deliverables effectively.
- Prepare and maintain detailed project documentation and reports.
- Provide administrative support to the marketing and agency departments as needed.
- Identify and resolve project-related issues proactively.

- Support the team in brainstorming and implementing creative campaign strategies.
- Assist in post-project evaluations and recommend improvements for future initiatives.

#### Job Offer

- Hybrid work available
- International environment
- Generous paid days off
- Flextime available

Join a team where your contributions as a Project Coordinator will directly support impactful initiatives. Apply today to make a difference!

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Matthew Li.

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#### スキル・資格

A successful Project Coordinator should have:

- Experience in account or stakeholder management.
- Experience in event management.
- Clear verbal and written skills for smooth client and team interactions.
- Ability to communicate directly to clients.
- Native level Japanese and English.

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#### 会社説明

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