



Head of Communications – Japan

募集職種

採用企業名

アルテンジャパン株式会社

求人ID

1593571

部署名

Communication

業種

ビジネスコンサルティング

雇用形態

正社員

勤務地

東京都 23区, 港区

給与

経験考慮の上、応相談

勤務時間

In accordance with company regulations

休日・休暇

In accordance with company regulations

更新日

2026年05月28日 13:59

応募必要条件

職務経験

6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

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

《Job Description & Position Highlights》

- Responsible for planning and executing public relations strategies for the Japanese market, and overseeing internal and external communications
- Ability to optimize global strategies for the Japanese market and contribute to enhancing the corporate brand
- Ability to collaborate with senior management and overseas teams to drive public relations initiatives with autonomy
- A position at a foreign-affiliated company where you can utilize your English skills and work flexibly in a multicultural environment

【Job Responsibilities】

We are looking for a Head of Communications – ALTEN Japan to lead our communication efforts in the Japanese market. This role requires both adaptation and execution: at times, you will tailor the group's global communication strategy to the local market; at other times, you will implement global guidelines directly to ensure alignment and consistency with the Group strategy. You will support business objectives, recruitment efforts, and employer branding, acting as a key bridge between the global communications team and the local organization.

■Key Responsibilities :

- Global–Local Alignment: Ensure consistent implementation of global communication guidelines in Japan, while identifying when adaptation is required to fit the local culture and market dynamics.
- Local Communication Initiatives: Design and execute locally relevant campaigns that resonate with Japanese audiences, while staying aligned with the group's overall brand and messaging.
- Employer Branding & Recruitment Communication: Partner with HR and Talent Acquisition to strengthen our employer brand in Japan and support recruitment campaigns.
- Business Partnering: Work closely with business teams to provide communication support for commercial priorities, events, and client-facing initiatives.
- Internal Communications: Develop engaging initiatives to connect employees with the group's mission, values, and culture.
- Media & PR: Manage relationships with local media, prepare press releases, and support thought leadership opportunities.
- Content Creation: Produce, adapt, and localize content for digital channels, social media, internal platforms, and events.
- Monitoring & Reporting: Measure impact, share insights, and report to both local and global leadership.

■Reports to:

ALTEN JAPAN's Head of Administrative Division & ALTEN Asia Head of Communications

【Employment Type】

Permanent employee

【Salary】

Based on experience and skill level

【Working Hours】

In accordance with company regulations

【Work Location】

Tokyo, Japan

【Holidays & Leave】

In accordance with company regulations

【Benefits & Welfare】

In accordance with company regulations

スキル・資格

【Qualifications & Experience】

- Above 5 – 7 years of experience in communications, public relations, or related fields.
- Experience working in an international company or matrix environment preferred.
- Strong knowledge of Japanese communication culture, media landscape, and storytelling practices.
- Fluent in Japanese and proficient in English (business level).
- Experience in employer branding or recruitment communication is a strong plus.
- Strong writing and content creation skills, with the ability to adapt tone and messaging for different audiences.
- Solid project management skills and ability to balance global direction with local needs.
- Flexible and adaptable: able to balance following global guidelines with adapting strategy locally.
- Culturally aware and able to bridge global and local perspectives.
- Collaborative team player with strong interpersonal skills.
- Proactive, hands-on, and results-oriented.

会社説明