# 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11月12日 10:00

## 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**
流暢レベル

**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