

**【Asia】 Tradeshow Coordinator / 展示会コーディネーター****Chinese & English Bilinguals Welcome!****募集職種****採用企業名**

エドモンド・オプティクス・ジャパン株式会社

求人ID

1595255

部署名

Marketing (under Corporate Marketing)

業種

化学・素材

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区, 文京区

給与

450万円 ~ 600万円

勤務時間

9:00 AM – 5:00 PM (7.25 hours per day)

休日・休暇

Annual holidays: 124 days (weekends, national holidays, and year

更新日

2026年06月12日 00:00

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

無し

その他言語

中国語：北京語 - ネイティブ

Additional Japanese language skill is an advantage.

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 ▶

- **Global Events:** Plan and manage trade shows across Asia.
- **Language:** Chinese Native & English Professional required. (Japanese trilinguals highly welcome!)
- **Travel:** Opportunities for international travel in a global business environment
- **Junior Welcome:** Great career step-up from marketing support or event coordination.
- **Hybrid Work:** 1 day remote work per week / 7.25-hour workdays.
- **New Role:** Newly created position due to organizational growth.

【 Job Responsibilities 】

The Tradeshow Coordinator, Asia is responsible for planning, coordinating, and executing regional trade shows, exhibitions, conferences, and customer events across Asia.

This role ensures successful event operations, consistent brand presentation, effective vendor management, and seamless collaboration with sales, marketing, and external partners.

< Key Responsibilities >

1. Trade Show & Event Coordination

- Plan and coordinate regional trade shows, exhibitions, seminars, and customer events throughout Asia.
- Manage event timelines, budgets, logistics, and deliverables.
- Coordinate booth reservations, exhibitor registrations, and sponsorship arrangements.
- Organize shipment of exhibition materials, demo equipment, and marketing collateral.
- Ensure all event activities comply with company branding and regional guidelines.

2. Vendor & Supplier Management

- Liaise with exhibition organizers, contractors, freight forwarders, hotels, and local vendors.
- Obtain quotations and negotiate pricing for booths, graphics, transportation, catering, and related services.
- Coordinate booth construction, installation, dismantling, and on-site support.

3. Internal Coordination

- Collaborate closely with sales teams, product managers, and marketing teams to support event objectives.
- Coordinate staff schedules, travel arrangements, and accommodation for event participants.
- Support preparation of promotional materials, giveaways, presentations, and product demonstrations.

4. Budget & Administrative Support

- Track event expenses and maintain accurate budget records.
- Process purchase orders, invoices, and vendor payments.
- Prepare post-event reports including attendance, lead generation results, and ROI analysis.

5. On-site Event Support

- Attend key trade shows and events as required.
- Ensure smooth event setup and operations.
- Troubleshoot operational issues during events and provide real-time solutions.

< Working Conditions >

- Occasional overseas travel within Asia (approximately 3 times per year), including destinations such as Singapore and South Korea.
- Flexibility to support events outside regular working hours when necessary.

< Team & Communication >

- The Japan marketing team currently consists of 2 members, and you will be the 3rd member of this team.
- This role works closely with colleagues across multiple regional offices in Asia, providing frequent opportunities for cross-border collaboration.
- Day-to-day communication within the team is primarily conducted in English and Chinese.

【 Employment Type 】

Permanent employee

【 Annual salary 】

JPY 4.5M – 6.0M

【 Working Hours 】

9:00 AM – 5:00 PM (7.25 hours per day)

- Working hours may vary slightly depending on coordination with the China office.

【 Work Location 】

Tokyo Office: 2-29-24 Honkomagome, Bunkyo-ku, Tokyo, Japan

- Nearest stations:

Sengoku Station (Toei Mita Line) – 3 min walk / Sugamo Station (JR Yamanote Line) – 12 min walk

■Smoking policy:No smoking indoors (entire facility is non-smoking)

■Work style:Hybrid work available (remote work possible once per week)

【 Holidays & Leave 】

- Annual holidays: 124 days (weekends, national holidays, and year-end/New Year holidays)
- Paid leave: Available (from 10 days)
- Average annual paid leave usage across the company: 11 days

【Benefits & Welfare】

- Social insurance:
Health Insurance, Employees' Pension Insurance, Employment Insurance, and Workers' Accident Compensation Insurance
- Retirement benefits: Available
- Dormitory / company housing: Not available

Selection Process & Application Requirements

- 3 rounds of interviews
- Interviews will be conducted in English and Chinese.
- When you apply, please submit your resume in English (English CV required).
※日本語の履歴書・職務経歴書をお持ちの場合は、参考資料としてご提出いただけますと幸いです。

スキル・資格**【Qualifications】**

- 2–5 years of experience in event coordination, trade show management, or marketing support.
- English and Chinese required.
- Proficiency in Microsoft Office applications (Excel, PowerPoint, Word).

【Preferred Qualifications】

- Additional Japanese language skill is an advantage.
- Experience working in a multinational or regional environment is preferred.
- Experience coordinating events across multiple Asian countries is an advantage.
- Bachelor's degree in Marketing, Business Administration, Communications, Event Management, or related field preferred.
- Familiarity with CRM systems and marketing tools is a plus.

【Preferred Attributes】

- Positive and service-oriented attitude.
- Strong cultural awareness and adaptability.
- Ability to remain calm under pressure during live events.
- Hands-on mindset with willingness to support operational tasks.

会社説明