



IR/PR Executive Officer Assistant

募集職種

人材紹介会社

Cornerstone Recruitment Japan 株式会社

求人ID

1602190

業種

デベロッパー・ハウスメーカー・建設

会社の種類

中小企業 (従業員300名以下)

雇用形態

正社員

勤務地

東京都 23区

給与

400万円 ~ 600万円

ボーナス

固定給+ボーナス

更新日

2026年07月10日 15:01

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

日常会話レベル (英語使用比率: 25%程度)

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

Opportunity within the Business Strategy Office of a NYSE-listed real estate and hospitality company. The role combines executive support with exposure to Investor Relations (IR), Public Relations (PR), overseas business coordination, and corporate planning.

IR and PR Support

- Assist in preparing IR materials, earnings presentation materials, and investor materials
- Support the distribution of news releases and updates to company profile materials
- Support market research, competitor research, and public relations / PR-related work

Overseas Coordination

- Prepare English-language materials and handle translation-related work
- Support communications with overseas investors and overseas subsidiaries

Other Responsibilities (M&A Arrangements and Business Planning Support)

- Prepare meeting materials and support project execution
 - Coordinate with internal and external stakeholders and handle various arrangements
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スキル・資格

- Intermediate or higher English proficiency
- Experience preparing materials with PowerPoint, Excel, and Word
- Experience coordinating and arranging work with internal and external stakeholders

Preferred Qualifications

- Practical experience in IR, PR, or public relations
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会社説明