Senior Producer, Events 独占求人

Stable global company, great benefits

募集職種

人材紹介会社
Advisory Group株式会社

採用企業名
Global B2B and B2C event producer (Expo, Conference, Entertainme

求人ID
1608121

業種
その他 (流通・小売・物流)

会社の種類
大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合
外国人 多数

雇用形態
正社員

勤務地
東京都 23区, 港区

給与
600万円 ~ 1000万円

ボーナス
固定給+ボーナス

勤務時間
8hrs per day

休日・休暇
15+

更新日
2026年11月13日 00:00

応募必要条件

職務経験
3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
ビジネス会話レベル

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

Event Logistics & Operations
● Lead operational planning for meetings, conferences, brand activations and experiential events.
● Develop and manage detailed logistics plans, production schedules and operational timelines.
● Coordinate all event logistics including transportation, accommodation, venue operations, catering, staffing, security and guest services.
● Manage attendee movements, airport transfers, shuttle operations and VIP logistics.
● Coordinate registration, accreditation and on-site guest experience operations.
● Create operational documents including run sheets, venue plans, rooming lists, transport schedules and contingency plans.
● Ensure all health & safety, compliance and risk management requirements are met.
● Lead on-site operations and quickly resolve any operational issues during live events.

Venue & Supplier Management
● Research, source and negotiate venues throughout Japan.
● Manage venue contracts, function space requirements and operational planning.
● Build strong relationships with hotels, DMCs, transportation providers, production vendors and local suppliers.
● Negotiate competitive pricing while maintaining high service standards.
● Coordinate supplier deliverables and ensure deadlines are met.

Project Management
● Work closely with Producers, Account Teams and Creative teams to ensure operational feasibility.
● Develop and maintain detailed project schedules.
● Coordinate communication between internal teams and external vendors.
● Identify operational risks early and implement mitigation plans.
● Support multiple projects simultaneously while maintaining exceptional attention to detail.

Budget Management
● Develop and manage logistics budgets.
● Track supplier costs and identify opportunities for efficiencies.
● Ensure logistics spend remains within approved budgets.
● Reconcile vendor invoices and event costs after program completion.

Success Measures
● Seamless event execution with exceptional operational delivery.
● Guests and clients experience smooth, stress-free events.
● Strong supplier relationships and operational excellence.
● Effective budget management.
● Reliable project delivery under tight timelines.

スキル・資格

● Bilingual (Business Japanese & Business English), with a strong understanding of Japanese business culture.
● 5+ years' experience in event operations, logistics, travel management, destination management, hospitality, MICE, DMC or large-scale event delivery.
● Experience managing transportation, accommodation and venue logistics for corporate events.
● Strong project management and organizational skills with excellent attention to detail.
● Ability to manage multiple priorities in a fast-paced environment.
● Excellent communication and stakeholder management skills.
● Experience negotiating with hotels, venues and suppliers.
● Comfortable working on-site, including occasional evenings, weekends and travel.
● Proficient with Microsoft Office and project management tools.
● Calm under pressure with excellent problem-solving abilities.
● Passionate about creating exceptional guest experiences through flawless operations.

会社説明