



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09月03日 20:00

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.
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会社説明