



Understanding People

Event Manager - MICE Operations イベントマネージャー・MICEオペレーション

Lead MICE Events Across Japan

募集職種

人材紹介会社

スペシャライズドグループ株式会社

求人ID

1609078

業種

旅行・観光

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2026年08月21日 10:48

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

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

Event Manager - MICE Operations イベントマネージャー・MICEオペレーション

Overview

Our client, a leading travel and event solutions provider, is seeking an Event Manager - Operations to oversee MICE events across Japan. This role offers the opportunity to lead a dedicated team, manage client relationships, and ensure operational excellence in a dynamic and international environment. Located in central Tokyo, this position provides professional growth, career advancement, and the chance to contribute to Japan's reputation as a premier MICE destination.

Key Responsibilities:

- Oversee end-to-end MICE event delivery in Japan
- Lead and develop a team of event professionals
- Develop detailed itineraries, budgets, and event plans
- Collaborate with suppliers and venues for smooth operations
- Act as main client contact, building strong relationships
- Ensure compliance with company policies and timelines
- Promote innovative solutions to enhance client experiences

Requirements:

- Fluent in English and Japanese (written and spoken)
- Proven experience in managing large-scale MICE operations in Japan
- Expertise in supplier negotiations and budget management
- Bachelor's Degree in Tourism, Event Management, or related field
- 5+ years of experience in event management
- Experience with event management software (e.g., Cvent, Eventbrite) is preferred but not mandatory
- Strong leadership and team management skills

会社説明