



Company Meeting Planner

募集職種

人材紹介会社

株式会社 JAC International

採用企業名

Company Meeting Planner — 年収最大1,400万円 — JAC International。

求人ID

1610053

業種

投資銀行

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 少数

雇用形態

正社員

勤務地

東京都 23区, 千代田区

給与

700万円 ~ 1400万円

ボーナス

固定給+ボーナス

更新日

2026年09月01日 18:15

応募必要条件

職務経験

10年以上

キャリアレベル

エグゼクティブ・経営幹部レベル

英語レベル

流暢

日本語レベル

ネイティブ

最終学歴

短大卒： 準学士号

現在のビザ

日本での就労許可が必要です

募集要項

Demonstrates an intermediate knowledge level in meeting and event planning and works under limited direction to resolve complex issues and/or address rare, high impact situations. Responsible for company meetings, skilled in working closely with company management, investor relations, brokers and the Investment Group (IG). Responsible for the design, development, planning, execution, budgeting, risk mitigation and outcomes. Partners with IG and the Corporate Access team to strategically execute investment research meetings, which are critical to the investment research process, impacting investment decisions. Guides and executes the planning from an initial concept through completion, while enhancing and

materializing ideas.

Plan, schedule and manage research trips, CG hosted conferences, industry expert events and partnered broker conferences.

Understanding of companies, industry sectors/clusters to strategically prioritize and schedule programs.

Strategic pre-trip planning customized to determine optimal target cities and companies based on company holdings, sector coverage and business objective(s).

Drives the planning process, identifies purpose and goals of the program with senior business leaders, analyzes alternatives, makes recommendations to meet business objectives and measures meeting outcomes

Executes global meetings and events from concept to execution including schedule, format, venue management, audio/visual technology, attendee management, food and beverage, transportation, accommodations, staffing, and budget management

Selects, recommends, and negotiates all vendor and venue contracts, while considering costs, risks, and service outcomes

Manages and executes multi-channel projects that include audio visual, live experiential events, video production, social and digital customer journeys and the vendors that support these areas

Prioritizes and manages multiple meetings, timelines, stakeholders, partners and vendors to meet business needs

Manage attendee communication including pre-event marketing, invitations, registration and respond to event inquiries

Post event analysis, including issuing surveys, analyzing trends and evaluating meeting effectiveness (ROI). Establishes lessons learned to improve future meetings

Participate in special projects that benefit the operations of the department

Oversee onsite attendees monitoring meeting attendance, attendee health/safety, live travel status and ground transportation

Manage response and communication around emergency health and safety situations including associate illness, injury, etc.

Manage and maintain the CRM database, distribution lists and other investor-related databases.

Build relationships with Company Investor Relations teams and have a broad understanding of their requirements (i.e., blackout periods).

スキル・資格

Industry Best Practice Research

Knowledge of assigned sector or country coverage to make recommendations for the best business and operational outcomes.

Monitor industry trends, competitive landscape, social media, and device landscape to inform and inspire the development of new event experiences and activations.

Stays informed of venues, market rates, and meeting planning execution best practices.

Business/Technical Skills

Intermediate project management skills

Creative and decisive problem solver

Demonstrates sound judgement in resolving matters of moderate complexity

Develop and maintain effective professional relationships with key external and internal customers, business units, vendors and colleagues

Familiar with industry sectors/clusters (e.g. Financial, Tech, Healthcare, etc.), disaggregation policy and managing confidential material.

Identifies inefficiencies/issues, recommends solutions and implements improvements

Proficient in CorpAxe, CVENT, WebEx, Google Suite, Zoom and Microsoft Office and other virtual event platforms

Intermediate/Advanced technology background - event websites and mobile event applications

Proficient in working in other countries, adapting to cultural sensitivities and norms

Handle sensitive information and maintain data confidentially.

Language: Native level of Japanese and conversational English

Communication & Interpersonal Skills: Build rapport with clients, vendors, and staff, listen well, and clearly convey expectations.

Strong problem-solving and cognitive skill

Works calmly under pressure and manage ambiguity well

Relevant Experience is preferred but not a must

会社説明