



Project Coordinator

Work with exciting brands and campaigns

募集職種

採用企業名

カスタムメディア株式会社

支社・支店

Custom Media

求人ID

1222606

部署名

Studio

会社の種類

中小企業 (従業員300名以下)

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

最寄駅

日比谷線、 虎ノ門ヒルズ駅

給与

経験考慮の上、応相談

ボーナス

固定給+ボーナス

更新日

2022年12月05日 01:00

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 (英語使用比率: 常時英語)

日本語レベル

ネイティブ

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

Custom Media is an award-winning integrated digital marketing agency based in central Tokyo.

We seek a proactive, organized and confident marketing coordinator who enjoys working in a challenging and dynamic international environment.

The Job

You will be responsible for coordinating and managing a wide range of marketing and creative projects for major foreign and Japanese clients.

Ideal candidate for this position is a bilingual Japanese graduate with at least two years' work experience (client-facing) and good knowledge of marketing, advertising, public relations, social media or communications.

Job Description

- Manage clients, business partners, vendors and suppliers to ensure the best outcome for clients and the company
- Coordinate schedules and content with clients, vendors and our creative studio
- Define/agree scope of work internally and with clients and ensure projects are delivered within agreed scope
- Identify, manage and mitigate project risk
- Support sales presentations by gathering quotations and proposals from vendors
- Manage digital advertising campaigns across various platforms
- Prepare project reports and analyze data
- Data entry to CMS, manual creation, client training
- Some translation and proofreading

We Offer

- Attractive salary negotiable based on experience
- Professional career and life coaching, training, mentoring
- Generous company share appreciation rights scheme
- Full exposure to all aspects of our business
- Network of established professionals and senior leaders
- Friendly, comfortable environment at the new Cambridge Innovation Center Tokyo
- Transport allowance
- Work from home allowance
- Social insurance and benefits
- Paid vacations

Working Hours

- 9:30am to 6:30pm Monday to Friday
- Work from home and / or office flexibility

Please apply with a cover letter to careers@custom-media.com explaining what about this position appeals to you.

Only shortlisted candidates will be contacted for an interview.

No telephone calls please.

スキル・資格

Qualification and Experience

- Bachelors Degree
- Good communicator: native Japanese; fluent in English with experience working in a multinational environment
- Responsible and organized: demonstrate the ability to prioritize, allocating and managing multiple projects with sound judgment
- Committed to quality: strong attention to detail and constantly driven to improve
- Ability to work under pressure: self-motivated, with a high degree of flexibility and fluidity, and an objective-focused and positive approach
- Enthusiastic team player: eager to provide insight and receive feedback
- Minimum 2-years of experience managing multi-disciplined delivery within an agency environment, implementing innovative, interactive and consumer-focused solutions

Optional (but very useful)

- Experience in translation & interpretation (J->E, E->J)
- Experience in copywriting and editing (Japanese)
- Knowledge of social media marketing
- Knowledge and experience in PR
- Basic knowledge in Web design, HTML, WordPress, and webhosting

会社説明

Custom Media is an award-winning bilingual, digital integrated marketing, content-creation and strategic communications agency in Tokyo.

We provide data-driven, targeted marketing solutions with a solid return-on-investment approach focusing on customer engagement. Our services comprise strategy, creative solution and technology.

We are a diverse team of creative individuals, traversing the ever-evolving digital media landscape to innovate and inspire solutions for our clients to succeed.

Vision

To be the leading bilingual, digital communications agency and content creator for helping global business prosper in Japan and abroad.

Mission

To inspire and innovate digital integrated marketing solutions for clients to communicate and succeed.

Values

- Quality: We ensure high levels in everything we do.
- Integrity: Honesty in all situations is crucial.
- Accountability: We take responsibility for our work and projects.
- Partnership: We want to form long-lasting relationships with our clients.
- Imagination: We inject creativity and innovative ideas into everything we do

カスタムメディアは、バイリンガルのデジタルマーケティング、コンテンツクリエイションサービスを提供する総合戦略コミュニケーションエージェンシーです。

当社は、確かなROI実現のために、カスタマーエンゲージメントに注目し、ターゲット層とデータに基づいたマーケティングソリューションを提供しています。当社のサービスは戦略、創造性、そして技術から成り立っています。

常に進化するデジタルメディア環境において、クリエイティブなメンバーで構成される多様性豊かなチームは、クライアント企業を成功に導く革新的かつ刺激的なソリューションを提案します。

ビジョン

国内外におけるグローバルビジネスの成功を支援する、卓越したバイリンガルコミュニケーションエージェンシーかつコンテンツクリエイターを目指します。

使命

クライアント企業のコミュニケーションを成功へと導くための、革新的かつ刺激的な統合デジタルマーケティングを提案します。

バリュー

- 品質: 全てにおいて高い品質を確保します。
- 誠実: いかなる状況においても、公明正大であります。
- アカウンタビリティ: 全ての仕事とプロジェクトに責任を持ちます。
- パートナーシップ: クライアント企業との長期的な関係の構築を追求します。
- 想像力: 全ての活動において、創造性と革新的なアイデアを織り込みます。