



## Event Guest Recruiter (Fixed Term Contract)

### 募集職種

#### 採用企業名

ダウ・ジョーンズ・ジャパン株式会社

#### 求人ID

868019

#### 勤務形態

契約

#### 勤務地

東京都 23区

#### 給与

400万円 ~ 500万円

#### 更新日

2019年03月21日 00:00

### 応募必要条件

#### 職務経験

6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

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

#### What are my accountabilities?

- Japanese CEO outreach: contact Japan based CEO offices via phone, email and mail to invite them to the CEOC Tokyo Annual meeting.
- Handle all follow ups to ensure that we get a response for each invitation extended
- Internal collaboration: Work closely with the Member Relations team, in Hong Kong, to ensure RSVPs are confirmed and processed on the event management platform
- Inbound response handling - take the lead in handling all responses that come back from Japanese CEO offices, ensuring that prospective members are responded to in a timely fashion
- Work closely with Japan sales and APAC Membership sales to build CEOC prospect list for Tokyo Annual meeting

- Provide on-site support at the Tokyo Annual meeting event
- Follow up post event with a Thank you note, introducing the CEO/CEO office to the relevant sales rep who will talk to them about joining the membership
- Provide English - Japanese translations as and when is needed for marketing materials

**What do you need from me?**

- Speaks Native Japanese, fluent English within corporate environment
- Attention to detail and the ability to prioritize and meet deadlines

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会社説明

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