

## Job Detail

Staff Level

Position Title	Inexperienced welcome [Remote OK! ] PR Consultant★Many foreign clients★20 hours of overtime
Company Name	actio inc.
Activated / Updated	2024-04-18 / 2024-04-24
Job Type	Consulting - Marketing and PR Consulting Planning/Marketing/PR - Advertisement/Communication/PR Sales/AE - Advertising/Media Sales
Industry	Publishing/Advertising/Printing/Broadcasting
Location	Asia Japan Tokyo
Job Description	<p>*In addition to experienced people, we are also waiting for applications from inexperienced people who want to challenge PR.</p> <ul style="list-style-type: none"> <li>• Propose and execute advice, plans and measures (strategies, tactics, etc.) for solving communication problems of clients in charge. Communication with the client in charge</li> <li>• Proposals and planning for clients in charge</li> <li>• After making a proposal, execute the decided plan</li> <li>• Media Relations</li> <li>• Writing press releases</li> <li>• Japanese ↔ English translation and localization</li> <li>• Reporting to clients</li> <li>• Team management</li> <li>• Content creation and operation support for owned media (SNS, blogs, websites, etc.) of the client in charge</li> <li>• Proposals and presentations for acquiring new clients</li> <li>• Collaboration with external partners such as new business proposals for Actio and business improvement proposals</li> </ul> <p>* We ask part-timers to do simple tasks such as English checks, and create an environment where the person in charge can concentrate on creative work.</p>
Company Info	<p>Young people in their 20s and 30s are active, and it is an environment where you can work while communicating and emphasizing team play. In addition, many mothers are also active.</p> <p>[Attractiveness of our company]</p> <ul style="list-style-type: none"> <li>★ We have a business tie-up with a major US PR agency and We Communications, and we can take advantage of our global network to tackle new business with enthusiasm.</li> <li>★ 70% of our clients are global companies, and you can learn their latest technology and communication methods.</li> <li>★ Because the people involved are diverse, you can communicate widely with people with various knowledge.</li> <li>★ Even after joining the company, employees who have the ability to actively face their work and have the ability to promote it are entrusted with large tasks. An environment where everyone can play an active role regardless of educational background or age</li> <li>★ A company with a high awareness of "work style"</li> </ul> <p>Beyond the conventional concept of a PR agency, we are actively working to improve operational efficiency so that time can be used creatively, and overtime hours are around 20 hours.</p> <ul style="list-style-type: none"> <li>★ We are working on exchanges and well-being measures between employees that can be done remotely.</li> </ul>
Working Hours	10:00~18:00 (休憩1時間)
	<p><b>【Prerequisite】</b></p> <ul style="list-style-type: none"> <li>■ Japanese fluency level</li> <li>■ English business level or above</li> <li>■ Ability to plan and draft, ability to coordinate, ability to communicate (media, clients, internal companies, external partner companies, etc.)</li> </ul> <p>[Welcome conditions]</p>

Qualifications	<ul style="list-style-type: none"> <li>■ More than 3 years of active PR/public relations experience (e.g. corporate communications, PR agency, consulting firm, marketing)</li> <li>■ Practical experience in writing and editing (press releases, articles, external writing, etc.)</li> <li>■ Those who can operate Word, Excel, and PowerPoint basics</li> <li>■ Practical experience as a reporter and editor at a news organization</li> <li>■ Work experience at an IT-related company</li> <li>■ Programming experience</li> <li>■ Game industry experience</li> <li>■ Experienced in the cyber security industry</li> </ul> <p>[People we want]</p> <p>Those who can think and act independently  Those who can actively communicate internally and externally  Those who have the ability to express their own opinions without hesitation and to involve others  Those who are curious / those who like to pursue things  Those who want to shape their own ideas  Those who can handle multitasking and have flexible ideas and responses  Those who can carry out work without giving up until the end by thinking about the team and clients</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 4000K - JPY 7000K
Salary Description	<p>*Assumed annual income*</p> <p>3 million yen to 4 million yen (inexperienced person frame)  5 million yen to 7 million yen (experienced person limit)</p> <p>★ Complete social insurance</p> <ul style="list-style-type: none"> <li>■ Welfare <ul style="list-style-type: none"> <li>• Health insurance/welfare pension/workmen's accident insurance/employment insurance</li> <li>• Subscription to Mutual Aid</li> <li>• Kinpuku (Public Interest Incorporated Association Shibuya Ward Workers' Welfare Public Corporation),</li> <li>• Influenza vaccination partly covered</li> <li>• Cost sharing for cervical cancer screening (once every two years for women only),</li> <li>• 10 years service commemoration</li> </ul> </li> <li>■ Various allowances <ul style="list-style-type: none"> <li>• Commuting allowance (up to 30,000 yen/month)</li> <li>• Bonus (accounting bonus)</li> <li>• Overtime fee Late-night overtime (10:00 PM~)</li> <li>• Saturday work allowance</li> </ul> </li> <li>■ System <ul style="list-style-type: none"> <li>• Salary negotiation system</li> <li>• Long service commendation system (10 years or more)</li> <li>• Retirement allowance system (3 years or more)</li> <li>• Various training and qualification acquisition support (with application/examination)</li> <li>• Self-development seminar participation support (application/examination available)</li> </ul> </li> </ul> <p>★ Our company has a system called salary negotiation. This is done to reflect on one's own work and performance, and to clarify the significance of one's work and future goals. Rather than one-sided evaluation from the company, we have formed a mutually acceptable salary system.</p> <p>Passive smoking measures: No smoking indoors</p>
Holiday Description	年間休日120日、完全週休2日制（土、日、祝日）、夏季休暇、年末年始休暇、慶弔休暇、有給休暇、誕生日休暇
Job Contract Period	full-time employee
Nearest Station	2-minute walk from Kitasando Station on the Tokyo Metro Fukutoshin Line