

## Job Detail

Staff Level

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| Position Title      | [Project management supporter for the startup team of the world's largest IT company]  |
| Recruiter Company   | AGENT, Inc./株式会社エージェント   |
| Company Name        | Company name is private  |
| Activated / Updated | 2024-04-01 / 2024-04-30  |
| Job Type            | Planning/Marketing/PR - Business Development/Business Management/Corporate Planning<br>Planning/Marketing/PR - Product Manager<br>Planning/Marketing/PR - Planning/Marketing   |
| Industry            |  |
| Location            | Asia Japan Tokyo<br>Asia Japan Tokyo   |
| Job Description     | <p>[Business content]<br/>My main job is to work closely with the marketing manager, provide accurate feedback to stakeholders in various collaborative areas, and manage daily work with design companies and event companies in advancing new business projects.</p> <p>in particular,,<br/>Use analytics tools to monitor and optimize marketing campaign performance</p> <ul style="list-style-type: none"> <li>• Marketing strategy creation and execution, performance management</li> <li>• Detailed data analysis and reporting on user bios and behavior</li> <li>• Interacting with the community, responding to messages, comments, and questions</li> <li>• Participating in programs and events, taking photos, disseminating special features to the outside, and posting to the media</li> <li>• Planning major events in collaboration with external sponsors</li> </ul> <p>[Attractive point]<br/>Involved in a project as a member of a new business for a major IT company in the world.</p> <p>In addition to administrative work such as marketing, external negotiation skills and career experience can be utilized.</p> <p>▼ &lt;New project&gt; Start with new friends!<br/>【Application Requirements】<br/>In a new project team of a major global IT company,<br/>Project management, administrative work, reporting and marketing work<br/>We are looking for members to do.</p> <p>It's a year-round project,<br/>It is safe because it can start with synchronization.</p> <p>\ We are hiring with more emphasis on personality than previous job and experience! /<br/>"I want to work in the IT industry!" "I want to step up" etc.<br/>Those who have such a desire are welcome!</p> |
| Company Info        | <p>Over the long term, we have been working on Android products, Google Pixel devices, Chromebooks, etc.<br/>Involved in marketing and sales of various Google products and other related events,<br/>Google Workspace, by our Grow with Google certified trainers<br/>We have accumulated a track record of supporting business innovation for our customers, including consulting on the introduction of Google Workspace for Education and its utilization after introduction.</p> <p>Along with the recent acceleration of DX promotion, the cloud market continues to grow, and customer needs are expanding day by day. From IT skill training to cloud utilization, we will continue to provide optimal solutions to meet our customers' challenges as the digital environment changes.</p> <p>▼Firm support even after becoming independent<br/>Because of our corporate culture of sharing information,<br/>Concerns and contact information in the workplace are sent in real time.</p>  |

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|                     | <p>Team members, sales staff, and superiors provide active support, so you can work with peace of mind!</p> <p>Personnel we are looking for ◆People who have been in charge of clerical work, reporting and marketing in BtoB, regardless of industry or years of experience.</p> <p>Passive smoking measures: No smoking</p>  |
| Working Hours       | <p>■ Work schedule: 5 days a week on weekdays 10:00 to 19:00 (hours may vary before and after)</p>   |
| Qualifications      | <p>&lt;Eligibility/Conditions&gt;</p> <p>■ Required conditions: * Those who have experience in either</p> <ul style="list-style-type: none"> <li>• Experience in marketing and reporting for new business</li> <li>• People who have administrative management experience in BtoB regardless of industry</li> </ul> <p>▼ Skills and experience to acquire</p> <ul style="list-style-type: none"> <li>• Project execution ability</li> <li>• Marketing ability</li> <li>• Business understanding/understanding</li> <li>• Ability to propose plans, etc.</li> </ul> <p>You can grow while increasing your expertise within the project team.</p>  |
| English Level       | None   |
| Japanese Level      | Native Level   |
| Salary              | JPY - Japanese Yen JPY 4500K - JPY 5000K   |
| Salary Description  | <p>* Annual income is a guideline, and may vary depending on previous job salary and skills.</p> <p>[Salary]<br/>Monthly salary: From 400,000 yen<br/>*Includes fixed overtime pay<br/>*Basic salary: 321,172 yen</p> <p>Fixed overtime fee: 78,828 yen / 40 hours<br/>*Fixed overtime pay will be paid even if there is no overtime work, and excess work will be paid separately.</p> <p>[Salary increase]<br/>twice a year</p> <p>【Working hours 】<br/>Working hours: 9:00-18:00</p> <p>[Holidays and vacations]<br/>2 days off per week (Basic/Saturdays and Sundays off)</p> <p>[Insurance system]<br/>·Health insurance<br/>· Welfare pension<br/>·Employment insurance<br/>· Industrial accident insurance</p> <p>Side job possible (*application required)</p> <p>Full transportation expenses<br/>Full social insurance<br/>education training<br/>Property accumulation savings system</p> |
| Holiday Description | <p>2 days off per week (Basic/Saturdays and Sundays off)<br/>New Year holiday<br/>paid holiday<br/>Childcare leave</p>   |
| Job Contract Period | <p>Employment of contract employees (renewal every 3 months, long-term employment assumed) *Because it is a foreign-affiliated company, it is basic to hire on a project-by-project basis (fixed term), but there is a system for indefinite employment conversion.</p>  |
|                     | <p>&lt;Shibuya Office&gt;<br/>◆ 33-7 Udagawa-cho, Shibuya-ku, Tokyo<br/>I&amp;E Shibuya Building 4F</p>  |

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| Nearest Station | Work in Roppongi, Shibuya, Shiodome, Shinagawa, Toyokocho<br><br>*Currently, the office environment is changing due to the corona crisis, so<br>Working at our Shibuya office will be the base.<br>*This job may be a full-time job at the client company. |
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