

Job Detail

Staff Level

Position Title	Production progress management director of English media "Tokyo Weekender"
Company Name	ENGAWA株式会社
Activated / Updated	2024-05-02 / 2024-05-02
Job Type	Creative (Media Related) - Producer/Director Creative(Internet Related) - Web Designer/Contents Planning & Editing Education/Training/Language Specialist - Localization
Industry	Publishing/Advertising/Printing/Broadcasting
Location	Asia Japan Tokyo
Job Description	<p>▼The charm of Japan → Spreading information overseas! We are looking for a production progress management director for the English media "Tokyo Weekender"!</p> <p>You will be in charge of production progress management for "Tokyo Weekender", an English media with over 50 years of history in Japan. You will communicate with our in-house production team (mainly editors, writers, designers, photographers, etc. whose native language is English) and create article pages that accurately reflect the client's requirements.</p> <p>▼ About ENGAWA https://engawa.global/ ▼ About Tokyo Weekender https://www.tokyoweekender.com/</p> <p>● Your mission is to connect the sales team that receives the project and the production team that actually produces it, smoothly manage the progress, lead the project to completion, and increase customer satisfaction. Since you will be working on multiple projects simultaneously, you will be required to have multitasking skills.</p> <p>● All of the production team are native English speakers, and 90% of the members are foreigners, but our clients are major Japanese business companies, government agencies, and local governments. In addition to native-level English skills, you will also need to be able to communicate accurately with clients using high Japanese skills.</p> <ul style="list-style-type: none"> • Production progress management for creative projects, PR projects using our own English media, etc. • Smooth project management connecting Japanese customers/sales with a production team mainly made up of foreigners • You may also be asked to photograph manuscript materials yourself <p>▼You can also advance your career in the future, starting from progress management and moving on to production PM.</p> <p>-----</p> <p>[Work style] Work at Roppongi Hills headquarters, discretionary work system</p>
Company Info	<p>◆Company Appeal: ENGAWA publishes and operates the English media "Tokyo Weekender," which has a history of over 50 years in Japan, as well as promotional activities using foreign influencers and the AWARD project "Omotenashi Selection," which spreads the good things of Japan to the world. In January 2021, the company became a subsidiary of AnyMind, a digital solutions company that operates a wide range of businesses, including influencer marketing and D2C support, in 13 markets and 19 locations around the world. With the synergy of the group, the company will further strengthen its overseas marketing for companies and local governments, and its support for the dissemination and sales of Japan brands.</p> <p>[Cross-Border Marketing Headquarters] This is the department that promotes the cross-border marketing business x English media (Tokyo Weekender) business. We are developing promotional support business for a wide range of markets, including Europe, the US, China, East Asia, and Southeast Asia. Our strength is that we are developing global solutions in the true sense of the word, rather than providing support limited to a</p>

	<p>specific region.</p> <p>* Passive smoking measures: Indoor smoking areas available</p>
Working Hours	Professional discretionary work system (basically 10:00-19:00, left to the discretion of the employee)
Qualifications	<p>[Application requirements] We welcome applications from those who meet the following criteria:</p> <ul style="list-style-type: none"> ◎ Experience managing progress and leading projects in media article production (web media, paper media, etc.) in an environment where native English speakers works together. ◎Advanced business to native level English proficiency ◎Japanese proficiency from advanced business to native level ◎Availability to work at Roppongi Head Office
English Level	Native Level
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 4000K - JPY 5500K
Salary Description	<p>[Salary and Benefits]</p> <p>Expected annual salary: 4 million to 5.5 million yen *Salary will be determined based on experience and skills. Please contact us for details.</p> <p>Monthly salary system Monthly salary 333,334 yen to 458,334 yen *Monthly salary includes 45 hours of overtime work allowance and 40 hours of night work allowance (In the case of a monthly salary of 333,334 yen, the breakdown is basic salary 235,534 yen, overtime work allowance 83,000 yen, night work allowance 14,800 yen)</p> <p>■Trial period: Yes (3 months from the date of employment) *Working conditions during trial period: 90% of monthly salary ■Salary revision: Twice a year</p> <p>■Commuting allowance: Paid according to company regulations ■Social insurance provided ■Employment type: Full-time employee (no fixed term) ■Professional discretionary work system (based on 10:00-19:00, left to the employee's discretion)</p> <p>■Overtime/Yes: Fixed overtime pay system of 45 hours *Excessive hours paid</p> <p>The system includes night work allowance, but in principle, we manage to avoid night overtime.</p> <p>■Holidays and holidays: Saturdays, Sundays, holidays, New Year's holidays, paid holidays (granted six months after joining the company, according to regulations)</p> <p>■Work location: 20F and 31F Roppongi Hills Mori Tower, 6-10-1 Roppongi, Minato-ku, Tokyo</p> <p>*Work at Roppongi head office. This is not a fully remote position, so we are looking forward to receiving applications from those who can work in Tokyo.</p> <p>■Passive smoking prevention measures: Indoor smoking areas available</p> <p>-----</p> <p>In accordance with the revision of the Labor Standards Act, etc., on April 1, 2024, the scope of changes will be clearly stated.</p> <p>i. Scope of changes to the work to be engaged in *Clearance of scope of changes required by law (work content): General work of our company and AnyMind Group companies ii. Scope of change in place of work *Clearance of scope of change required by law (place of work): Our Tokyo office and each base of the AnyMind Group, and other places designated by the company</p>
Holiday Description	■Holidays: Saturdays, Sundays, holidays, year-end and New Year holidays, paid vacation (granted according to regulations after 6 months of joining the company)
Job Contract Period	■Employment type: Full-time employee (no fixed period)

Nearest Station	3 minutes walk from Exit 1C of Roppongi Station on the Tokyo Metro Hibiya Line 6 minutes walk from Exit 3 of Roppongi Station on the Toei Oedo Line
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