

## Job Detail

Senior Level

Position Title	[Writing Director] Remote recommended!
Recruiter Company	TopTech Informatics K.K / トップテック インフォマーティクス株式会社
Company Name	Company name is private
Activated / Updated	2024-04-04 / 2024-04-04
Job Type	Creative (Media Related) - Editor/Writer/Copywriter
Industry	
Location	Asia Japan Tokyo
Job Description	<p>[Business content]</p> <p>As a writer, you will be responsible for creating e-mail newsletters distributed to clients, creating columns for ToB on the company's website, proofreading information such as announcements, creating press releases, and conducting interviews.</p> <p>In some cases, consultants may write and publish books, and may be involved in planning, managing progress, and communicating with editorial companies. We use tools such as Word, Google Docs spreadsheets, Slack, Meet, and Google Calendar to communicate and manage as a team. Since almost 80% of my work is done from home, I manage my progress through regular MTG meetings.</p> <p>In addition, our consultants may speak at in-house seminars or external seminars, in which case they will also be responsible for secretarial duties for the seminars. Interactions will also occur with in-house consultants, management, and people outside the company in the case of seminars and book publishing.</p>
Company Info	<p>[Business details]</p> <p>◎Consulting related to risk management</p> <ul style="list-style-type: none"> <li>• Company-wide risk management (ERM) construction support</li> <li>• Business continuity (BCP/BCM) construction support</li> <li>• IT governance/IT-BCP</li> <li>• Cyber security</li> <li>• DX/digital risk management service</li> <li>• Support for acquiring ISO certification etc.</li> </ul> <p>[Attractiveness of the company]</p> <ul style="list-style-type: none"> <li>• In today's world where social conditions and technology are changing rapidly, we conduct business that has a high social contribution value by professionally supporting "crisis management", which is an important management issue.</li> <li>• Although the business style may give the impression of a formal atmosphere, the company's atmosphere is homely.</li> <li>• We place great emphasis on ease of work, as evidenced by our government-certified "Eruboshi" certification. Overtime work is also less</li> </ul> <p>[Number of employees] Approximately 60 people</p>
Working Hours	<ul style="list-style-type: none"> <li>• 9:00-18:00 (60 minutes break 12:00-13:00)</li> </ul> <p>*Flexible time available Core time 11:00-16:00 Flexible time 5:00-11:00, 16:00-22:00</p> <ul style="list-style-type: none"> <li>• Overtime work: Yes (average 10-20 hours per month)</li> </ul>
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 4000K - JPY 5500K
Salary Description	<p>Fully equipped with social insurance</p> <p>Full transportation allowance</p> <p>Profit share (last year's results: twice a year, one month's salary paid each time)</p>
Holiday Description	<p>Complete 2-day week (Saturdays, Sundays, and public holidays)</p> <p>summer vacation</p> <p>winter vacation</p> <p>paid holiday</p> <p>Congratulatory and condolence leave</p>

	Childcare leave Family vacation (vacation to express gratitude to loved ones) Influenza (corona) vacation, vaccination vacation
Nearest Station	Hanzomon Station

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