

## Job Detail

Staff Level

|                     |   |
|---------------------|---|
| Position Title      | Recruiting 3 people [English] Event coordination and production / Major travel agency / 4.5 million yen ~ @ Shiba Park / Work from home   |
| Recruiter Company   | GLOBALPOWER Inc. / 株式会社グローバルパワー   |
| Company Name        | Company name is private   |
| Activated / Updated | 2024-03-21 / 2024-04-25   |
| Job Type            | Planning/Marketing/PR - Planning/Marketing<br>Planning/Marketing/PR - Sales Planning<br>Creative (Media Related) - Producer/Director  |
| Industry            | Tourism/Hotels, Lodging/Restaurant, Food Services   |
| Location            | Asia Japan Tokyo  |
| Job Description     | <p>&lt;Event production work&gt;<br/>As an event producer and assistant producer, I will be entrusted with various communication issues for domestic and foreign companies, mainly in the meeting and event field. In recent years, we have been involved in many planning operations not only in real life, but also online and hybrid.</p> <p>[Main job content]<br/>Mainly in the meeting and event field (general major companies, pharmaceutical industry, international conferences, exhibitions, etc.), including negotiations with clients, event planning proposals, operation and management, and other general operations.</p> <p>■Sales promotion work for existing customers and specific event businesses</p> <ul style="list-style-type: none"> <li>• Proposal/material preparation/arrangement work</li> <li>• Responsible for presentations for overseas clients on behalf of sales staff</li> <li>• Various internal processing and application work for assigned missions</li> </ul> <p>*There is also the possibility of being seconded, transferred, or stationed.<br/>Stationing at a contract company or secondment to a group, etc.<br/>*Clothing: Office casual<br/>*Office environment: No smoking in the office<br/>*Work style is mainly remote work (work from home), remote work allowance provided</p> |
| Company Info        | <p>A major travel company that handles meetings &amp; conventions, exhibitions, promotions, test operations, human resource development/organizational revitalization, social solutions, area management, and entertainment/content businesses.</p> <p>Smoking ban measures: Smoking inside the company</p>   |
| Working Hours       | <p>9:30-18:00<br/>Overtime available (busy season: ~30 hours)</p>   |
| Qualifications      | <p>&lt;Required skills&gt;</p> <ul style="list-style-type: none"> <li>• PC skills (Word, Excel, Powerpoint, Office365, optional: Pardot, Slack, Tableau, Wordpress)</li> <li>• Experience using English in office work</li> <li>• BtoB sales experience (2 years or more)</li> <li>• Event production/direction experience (2 years or more)</li> </ul> <p>&lt;Nice (welcome) skills&gt;</p> <ul style="list-style-type: none"> <li>• Marketing experience</li> <li>• Business experience in European and American companies</li> <li>• Event and exhibition related work experience</li> </ul>   |
| English Level       | Native Level  |
| Japanese Level      | Business Level(JLPT Level 2 or N2)  |
|                     | JPY - Japanese Yen JPY 4500K - JPY 5000K  |

|                     |   |
|---------------------|---|
| Salary              | (Month salary : JPY - Japanese Yen JPY 375K - JPY 416.667K )  |
| Salary Description  | <ul style="list-style-type: none"> <li>• Estimated annual income: 4.5 million yen ~ (Deemed overtime available (30 hours)</li> <li>• Complete social insurance</li> <li>• Full transportation expenses</li> <li>• Education training</li> </ul> |
| Holiday Description | Complete 2-day week (Saturdays, Sundays, and public holidays)<br>winter vacation<br>paid holiday<br>Congratulatory and condolence leave<br>Childcare leave  |
| Job Contract Period | contract employee *There is a system to promote you to a full-time position after about 2 years.  |
| Nearest Station     | 3 minutes walk from Shibakoen Station, 5 minutes walk from Mita Station, 8 minutes walk from Tamachi Station)<br>*Remote work recommended (hybrid work)   |