

Job Detail

Staff Level

Position Title	[Public relations/PR manager] ◇ Listed company ◇ Work in Meguro J Over 127 days off per year! Looking for immediate future manager candidates! Business is expanding! Free clothing J Full of welfare benefits J
Company Name	Meiho Enterprise Co.,Ltd.
Activated / Updated	2024-05-10 / 2024-05-10
Job Type	Planning/Marketing/PR - Publicity/IR Planning/Marketing/PR - Planning/Marketing Planning/Marketing/PR - Event Planner/Management
Industry	Real Estate/Property Management/Facility Management
Location	Asia Japan Tokyo
Job Description	<p>■Mission:</p> <p>As a candidate for section manager, you will be responsible for managing the two current public relations staff (in their third year of work), while also carrying out tasks such as planning, event management, effect measurement, and improvement.</p> <p>We welcome individuals who are passionate about working from a public relations standpoint to raise the profile of group companies as a whole, which are at a period of transition and growth, and to improve corporate value.</p> <p>[Specific job details]</p> <ul style="list-style-type: none"> • Planning and execution of public relations strategy • Preparation and distribution of press releases • Approaching various media and responding to interviews • Event planning and operation, media attraction • Collecting and planning article material • Effective measurement, analysis, and improvement after implementing public relations PR measures • Management, update, and operation of HP including group companies, SNS planning, implementation, and operation • Cooperation with IR • Planning and direction of in-house products (novelties, company information materials, etc.) <p>■Organizational structure</p> <p>The public relations department is located within the management department (2 people in their 50s, 2 people in their 40s, 2 people in their 30s, and 5 people in their 20s (5 men, 6 women).Currently, there are 3 people in charge of public relations. Of these, one person also handles other duties, and two people (in their 20s) are in charge full-time.</p> <p>The public relations department is a department that puts a lot of effort into the company, so you can work very closely with the management team.</p>
Company Info	<p>■About working style</p> <p>The average monthly overtime is about 20 hours (depending on the busy season), 127 days off per year, 2 days off per week (Saturdays, Sundays, and holidays off), and no transfers. You can sit down and get to work. From April 2022, it will be possible to work in plain clothes.</p> <p>■Support system for skill improvement</p> <p>As a requirement for moving up to the next stage, we are enriching employee training and supporting the acquisition of qualifications. For young employees, we reduce the amount of overtime they work, giving them more time to obtain qualifications.</p> <p>■Our company's charm</p> <p>As a comprehensive real estate developer, the company is involved in the condominium sales, rental, and brokerage businesses. The company owns its own brands, "Mijas" and "El Faro," and collaborates with group companies Meiho Properties Co., Ltd., Meiho Engineering Co., Ltd., and Kyoei Gumi Co., Ltd., from land acquisition to construction, sales, and owner support. The company's group has been consistently working on this.</p> <p>Countermeasures against passive smoking: No smoking indoors</p>
	<Working hours>

Working Hours	8:30-17:30 (Regular working hours: 7 hours 45 minutes) Break time: 75 minutes (11:45-13:00) Overtime work: Yes <Other working hours supplement> Average overtime hours per month: 20 hours
Qualifications	<Application qualifications/Application conditions> ■Required conditions: • Person who has experience in public relations and PR work (more than 5 years) • No academic background required
English Level	Minimum Communication Level (TOEIC 225-470)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 5500K - JPY 7500K
Salary Description	<Wage form> monthly salary system No additional information <Wage breakdown> Monthly (basic salary): 350,000 yen to 480,000 yen <Monthly salary> 350,000 yen - 480,000 yen <Salary increase> Yes <Overtime allowance> Yes *Excluding managers <Salary supplement> ■Salary increase: Once a year (October) ■Bonus: Twice a year (April/October, approximately 3.5 months' worth *subject to change) ■Commuting allowance, housing allowance, family allowance *Housing allowance: Rental housing allowance Wages are only a guideline amount and may change depending on the selection process. Monthly salary (monthly) includes fixed allowances. 【Welfare】 Commuting allowance, family allowance, housing allowance, health insurance, welfare pension insurance, employment insurance, workers' compensation insurance <Supplementary information on each allowance/system> Commuting allowance: Full payment Family allowance: 10,000 yen per month for spouse / 10,000 yen per month for each child Housing allowance: 1/3 of the rent and a maximum of 50,000 yen per month *Limited to properties managed by the company Social insurance: Fully equipped with social insurance <Retirement age> 60 years old There is a system to extend employment as a contract employee until the age of 65. <Paternity leave taken record> Yes <Education system/qualification assistance supplement> ■Qualification support system <Other supplements> ■Position allowance ■Treasury accumulation savings system ■Employee stock ownership plan ■Qualification allowance available (10,000 yen per month for real estate brokers, etc.) ■No smoking in the office
	Complete 2-day week (holidays are Saturdays, Sundays, and holidays) 10 to 20 days of annual paid leave (minimum number of days is the number of

Holiday Description	<p>days granted after 6 months have passed since joining the company) Number of holidays per year: 127 days</p> <p>Saturdays, Sundays, and holidays, summer vacation, founding anniversary, year-end and New Year holidays, paid vacation, condolence leave *If you work on a holiday, you will be required to take a substitute holiday.</p>
Job Contract Period	<p>Full-time employment <Supplementary information on employment type> Determined period: None No additional information <Trial period> 6 months No additional information</p>
Nearest Station	<p>Head office address: 4F Meguro Yamate Place, 2-10-11 Meguro, Meguro-ku, Tokyo 10 minutes walk from Meguro Station (Yamanote Line, Meguro Line, Mita Line, Namboku Line)!</p>