

## Job Detail

Staff Level

Position Title	Event Manager (Medical Device)
Recruiter Company	Michael Page International Japan K.K./マイケル・ページ・インターナショナル・ジャパン株式会社
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-02
Job Type	Planning/Marketing/PR - Event Planner/Management
Industry	Medical devices
Location	Asia Japan Tokyo
Job Description	<p>As an Event Manager, you will be responsible for coordinating congresses and events locally and internationally within the medical products division. From scoping requirements to execution and measurement, you'll ensure seamless event management while aligning with marketing and business strategies.</p> <p>Description</p> <ul style="list-style-type: none"> <li>* Liaise with stakeholders to achieve event objectives and marketing strategies.</li> <li>* Manage event projects from inception to completion, including venue sourcing, budget management, and post-event evaluation.</li> <li>* Develop event calendars, coordinate side functions, and maintain relationships with industry partners.</li> <li>* Liaise with MarCom and conference organizers to develop event materials and ensuring adherence to branding guidelines.</li> <li>* Prepare and distribute event ROI analysis/report.</li> </ul> <p>Key stakeholders:</p> <ul style="list-style-type: none"> <li>* Regional Strategic Marketing</li> <li>* Regional Sales Leaders &amp; Sales associates</li> <li>* Regional Product Specialists</li> <li>* Global Congress and Event team</li> <li>* Regional MarCom Team</li> <li>* Regional Operations Team</li> <li>* Relevant local conference suppliers and printing house</li> <li>* Relevant event locations e.g. Hotels, restaurants, conference centers</li> </ul> <p>Profile</p> <ul style="list-style-type: none"> <li>* Bachelor's degree with at least 3 years of experience in coordinating promotional events.</li> <li>* Experience in the medical device (Vascular) or pharmaceutical industry are desirable.</li> <li>* Proven project management skills, ability to work effectively with multiple stakeholders</li> <li>* Ability to travel up to 50% (mostly local travel)</li> <li>* Work can be very seasonal - exemplary time management required in order to anticipate demand and manage workload accordingly</li> </ul> <p>Job Offer</p> <ul style="list-style-type: none"> <li>* Opportunity to work remotely or from the Tokyo office.</li> <li>* Competitive salary package, travel opportunities, and a supportive work environment that values creativity and innovation.</li> </ul> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Sara Loh on +813 6832 8915.</p>
Company Info	Our client is a leading player in the medical products industry, renowned for their commitment to innovation and excellence. With a global presence, they offer exciting opportunities for growth and development in a dynamic work environment.

English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 1500K

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