

Job Detail

Staff Level

Position Title	[English] Public relations PR/Automobile-related trading company/Full-time employee/3.4 million to 3.8 million yen
Recruiter Company	GLOBALPOWER Inc. / 株式会社グローバルパワー
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-09
Job Type	Planning/Marketing/PR - Publicity/IR Administrative - International Affairs Planning/Marketing/PR - Event Planner/Management
Industry	Wholesale Trade/Import-Export
Location	Asia Japan Saitama
Job Description	<p>You will be responsible for general corporate public relations, media relations, event planning, etc.</p> <ul style="list-style-type: none">• Corporate branding, release creation, in-house newsletter creation, SNS operation• Planning, planning, and execution of advertising promotions• Managing press conferences and responding to interviews• Event planning and management (domestic/overseas)
Company Info	Automotive trading company Sales: 35 billion yen
Working Hours	9:15-18:15
Qualifications	<p>■Required skills</p> <ul style="list-style-type: none">• Those who have experience in public relations, PR, event planning, etc. at a Japanese company• Experience in preparing presentation materials and company documents in English• Those who have basic PC skills <p>■Portrait</p> <ul style="list-style-type: none">• A person who understands the surrounding situation and can take initiative.• People who have hospitality skills and like working in cooperation with those around them.
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 3500K - JPY 4000K
Salary Description	Monthly salary: 264,000 yen to 298,000 yen ·bonus · Salary increase ·Social insurance · Transportation expenses · Retirement allowance system · Employee stock ownership system
Holiday Description	Saturdays, Sundays, and holidays, summer vacation, year-end and New Year holidays, congratulatory and condolence leave, paid leave, maternity leave, and childcare leave *Annual holidays: 123 days
Job Contract Period	Full-time employee (trial period: 3 months)

Nearest Station	Saitama-Shintoshin Station (3 minutes walk)
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