

Job: Public Relations Specialist

Duties: Under the supervision of manager, conduct public relations, develop communications materials and advertising programs; prepare or edit firm publications and materials for clients and the public in both Japanese and English; arrange public and client seminars to convey information about HR laws and policies and promote firm goodwill; write articles and papers for publication in periodicals and brochures; represent the firm at public and business gatherings; confer with management to identify trends and key industry groups to target for public relations development; assist clients in developing their own public relations programs.

Requirements: Bachelor's Degree in Communications, Public Relations or Sociology
Fluency in spoken and written Japanese