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Marketing & Operations Manager – Japan – Digital Marketing Sector

Committed to excellence, **dmg::events** is an international exhibition and publishing company. We look for talented, bright individuals who will understand and fit our entrepreneurial culture, work hard, demonstrate passion, boundless energy and the desire to have fun.

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Position:	Marketing & Operations Manager
Location:	Tokyo, Japan
Reporting to:	Representative Director

Job Purpose:

We are looking for an energetic, success-driven **Marketing & Operations Manager** to be accountable for the continued and developing profitability of a portfolio of existing and new events within a new business operating in a niche technology markets. The Digital Marketing Sector produces **ad:tech**, **iMedia Summits**, **CMO Executive Summits**, **The Digital Collective** and a series of customized events under **MLX, Marketing Leadership Exchange**. We currently organize 2 events in Japan, which will expand to 4 events by 2012/3.

You will be responsible for all Marketing strategy and execution together with all logistics including cost control for the events held in Japan under the Digital Marketing Sector. You will also actively work with the sales, content and accounts teams to ensure that all deliverables are met and each event is successfully executed. Your objective will be to meet all deadlines and produce each event within the budgets provided.

Essential Functions:

- Run all Marketing & Operational aspects of the events -2 events currently, 4 events by 2012/3.
- Develop a Marketing Strategy with the Representative Director and execute within budget.

- Develop an Operational strategy with the Representative Director and execute within budget.
- Develop an Operational strategy with the Representative Director to generate maximum savings with venues and suppliers. Manage costs and not exceed budget.
- Report on weekly, monthly and quarterly basis as required to management updated on the progress of the show.
- Liaise with all customers & vendors for sponsorship deliverables, food & beverage programmes, signage, AV, event guide, registration, etc.

Requirements:

- 3 years of Traditional & Digital marketing experience.
- 3 years of people management experience, ideally within a business management environment.
- Proven success in working within a target driven marketplace, and delivering exceptional events while maintain cost budgets.
- Ability to network, liaise and negotiate with suppliers and contractors that will bring strength to the business.
- Thrive under pressure and able to meet your deadlines.
- Bi-lingual in English & Japanese required; i.e. communication, interpersonal, organization and creativity.
- Ability to travel and work with flexible hours.

How to Apply:

If you are interested in applying for this position, please forward a copy of your resume with a cover letter to: careers@dmgevents.com