

## **Ashton Consulting**

Ashton Consulting is a leading international corporate communications advisory agency based in Tokyo. We celebrated our 20<sup>th</sup> year in 2020. Our staff includes a mix of Japanese and non-Japanese nationals, including professionals from the U.K., Australasia and North America.

We are a full-service strategic advisory communications firm, providing ideas and implementation for media and social media relations, IR, PR, M&A and crisis communications, internal communications, media training and research. We specialize in Japan, and through our network of partner agencies we provide coordinated communications services throughout Asia and in all the world's major markets. Our clients include leading Japanese and foreign companies active in Japan, in sectors including finance, pharmaceuticals and healthcare, technology, IT, manufacturing, and travel.

Ashton has a low staff turnover and a strong culture of teamwork and mutual support. We are proud of our record of maintaining high professional standards while ensuring that our people can manage their lifestyles to balance work with holidays, family, and other outside interests.

Ashton is an independently managed group company of Hakuodo, Japan's second largest marketing and communications group.

### **Job description**

We are looking for **full-time native English speakers who wish to begin or further a career in communications**. You need to be currently living in Japan. Candidates should have previous business experience and be looking to develop their career in corporate communications or to switch career and apply their experience and skills in our business.

We appreciate people with diverse backgrounds, interests, and skills, but you must be a native English speaker with sophisticated writing skills who can speak and read business-level Japanese. You will be part of experienced teams advising clients on all aspects of corporate communications. We offer excellent pay and conditions and the opportunity for talented, motivated individuals to assume client responsibility and progress rapidly.

### **Main Responsibilities:**

Work as part of a team that:

- Writes and translates corporate communication materials, including press releases, website content, corporate magazines and brochures
- Formulates strategy and plans for media relations, IR and other communications
- Advises on and executes clients' corporate communications programs with media, investors, employees and other stakeholders
- Advises on and executes crisis communications and M&A communications plans for domestic and multinational clients

- Plans and organizes client events, including press briefings and press conferences
- Introduces and markets our services to Japanese and foreign clients

As an independently operated firm of under 25 people, we enjoy fast, autonomous decision-making without interference from remote management teams. We build long-term, high-value relationships with clients that enable us to focus on professionally rewarding and profitable work. We have access to the extensive resources and high-level business relationships of Hakuhodo, and frequently work with the best agencies from around the world as part of global and regional mandates.

Our business has performed strongly throughout the pandemic and the outlook for Ashton is good.

### **Response to COVID-19**

Ashton has a spacious, sunny, fully equipped office in Nishi-shimbashi. We have been working from home since February 2020, with occasional use of the office, and from summer 2022 will move to a hybrid work model, combining work-from-home with flex time and office working in a way that promotes team building, efficiency, professional development and lifestyle freedom.

### **Further information:**

All applications are treated in confidence. Please apply with a full English language CV, photo and cover letter to office manager Keiko Motola [k.motola@ashton.jp](mailto:k.motola@ashton.jp) .