

Add your  
talent  
to our data  
intelligence

We're  
hiring!

## Various positions for Japanese speakers (Project Assistants, (Junior) Project Managers) Shanghai / Full-time (40 hrs/week) or part-time / asap

We're hiring! UNICEPTA is an innovation and market leader in the area of media intelligence. Together with its customers, it shapes the future of strategic communication. With roughly 700 employees around the world, UNICEPTA has a top-class pool of experts in media monitoring and analysis, research services and consulting. Decision-makers at national and international companies as well as industry associations and NGOs make use of our services. Whether in our offices in Shanghai, Washington or Europe - UNICEPTA offers its employees attractive development opportunities and a high degree of creative freedom in a dynamic, technology-driven environment.

### Your responsibilities

Since our Shanghai office is constantly growing, we are now looking for passionate Japanese speakers to join our team as Project Assistants or (Junior) Project Managers.

Your main tasks will include but are not limited to:

- Work in a team for multinational clients
- Provide our clients with all relevant news from Japanese print and online media
- Follow Japanese social media to extract relevant content
- Record the main news content in UNICEPTA's content analysis database
- Write abstracts in English and Japanese for the client's daily or weekly media review
- Analyze media coverage using a science-based objective analysis methodology and visualize the results in charts
- Summarize the main analysis findings and provide insights and recommendations in monthly or quarterly reports
- Cooperate with our offices around the world in international projects

### Your profile

- You hold a Bachelor's degree
- You are familiar with internet research, various search engines and the Microsoft Office package
- You are self-motivated, have a positive attitude and are passionate about media and technology
- You have expert communication skills, verbal and written in Japanese and English
- You are results-driven, creative, a self-starter with the ability to deliver high-quality work on time that is appropriate for review by key stakeholders
- You have excellent interpersonal skills including a demonstrated ability to be effective in an everchanging environment
- Communications, public relations or journalism background is a plus

### Our offer

- Work with us in an expanding and forward-thinking international company and gain insight into the capabilities of the communications media business
- A position with great responsibility, exciting and challenging projects for national and international clients awaits you
- A position that can grow with you as our team grows
- A casual work environment with a flexible working system according to the specific project needs
- You will have exciting opportunities to advance your career in a dynamic, technology-driven environment

### Contact

SOHO Zhongshan Plaza,  
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West Zhongshan Road 1065  
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China

If you are interested in joining our team, please send your application (Japanese / English) to [jobs-china@unicepta.com](mailto:jobs-china@unicepta.com)

**UNICEPTA**