

募集職種	License Sales Planning Specialist, Japan
雇用形態	正社員
募集人数	1名
待遇	経験等を考慮し、当社基準に準じます
通常営業時間	9:30～18:00
職務内容	<p>Company Description</p> <p>We create world-class content, which we distribute across our portfolio of film, television, and streaming, and bring to life through our theme parks and consumer experiences. We own and operate leading entertainment and news brands, including NBC, NBC News, MSNBC, CNBC, NBC Sports, Telemundo, NBC Local Stations, Bravo, USA Network, and Peacock, our premium ad-supported streaming service. We produce and distribute premier filmed entertainment and programming through Universal Filmed Entertainment Group and Universal Studio Group, and have world-renowned theme parks and attractions through Universal Destinations & Experiences. NBCUniversal is a subsidiary of Comcast Corporation.</p> <p>Comcast NBCUniversal has announced its intent to create a new publicly traded company ('SpinCo') comprised of most of NBCUniversal's cable television networks, including USA Network, CNBC, MSNBC, Oxygen, E!, SYFY and Golf Channel along with complementary digital assets Fandango, Rotten Tomatoes, GolfNow, GolfPass, and SportsEngine. The well-capitalized company will have significant scale as a pure-play set of assets anchored by leading news, sports and entertainment content. The spin-off is expected to be completed during 2025.</p> <p>As a company uniquely positioned to educate, entertain and empower through our platforms, Comcast NBCUniversal stands for including everyone. Our Diversity, Equity and Inclusion initiatives, coupled with our Corporate Social Responsibility work, is informed by our employees, audiences, park guests and the communities in which we live. We strive to foster a diverse, equitable and inclusive culture where our employees feel supported, embraced and heard. Together, we'll continue to create and deliver content that reflects the current and ever-changing face of the world.</p> <p>Overview</p> <p>As the License Sales Planning Specialist, support overseeing and analyzing the sales budgets and contribute to the license sales operations by providing support to the team and business.</p>

With the guidance from the Director, prepare operating schedule and manuals, manage operational progress and results, and contribute to quick action plan activities.

主な職務と責任/ Key Responsibilities

Client Support and Coordination Tasks

- Information sharing and coordination between relevant departments such as the production committee, production department, publicity department, and clients (mainly related to promotions and merchandising).
- Supervising client-produced materials and promotional assets, including merchandising-related items (in collaboration with the Sales Planning team).
- In promotional initiatives, communicating between the publicity department and the client, checking task progress, and overseeing the overall process.
- Proposing and reviewing client promotional initiatives.
- Managing potential risks and developing improvement plans.

Merchandising-Related Tasks

- Managing and coordinating the progress and deal information for all merchandising-related tasks.
- Supervising client-produced merchandise (in collaboration with the Sales Planning team) and ensuring quality control.
- Coordinating the merchandising schedule in collaboration with the production department and clients.
- Creating promotional plans related to merchandising and providing progress support.

Creation of Proposal Materials

- Gathering information and requests from the production and sales departments to create proposal materials for the works.
- Coordinating the English translation of the created materials (assuming outsourcing).

Support for Progressing Main Materials

- Collaborating with the operations team to monitor the progress of main production tasks and assist in collecting the necessary materials.

SKILLS & EXPERIENCE

Technical & Professional:

- Career Level: Experienced
- Basic Qualification: bachelor's degree in finance or related field required (e.g., accounting)
- Minimum of 5 years relevant work experience (in a Consumer Products business or Global Media & Entertainment industry a plus), in a finance function

応募資格

- Solid accounting background & technical expertise
- Qualified accounting and finance skills (i.e., certified accountant, Mastery in business administrations) are plus
- Native/ Fluent language skills in Japanese (ability to facilitate and run discussions) and Advanced skills in
- English (ability to read/write/interpret smoothly, ability to speak in simple business settings)
- Experience with systems such as SAP
- Advanced Excel skills (ability to create financial models from PowerPivot and Data Modeling)
- PowerPoint skills, including ability to "tell a story" using PowerPoint

General:

- Excellent communication skills, both verbal and written. Applicant should be a team player and be able to work
- with a variety of personalities.
- Strong leadership skills and ability to work across multiple divisions.
- Takes initiative and lead on projects.
- Ability to work independently as well as part of a team in this fast- paced environment.
- Proactive approach to problem solving including analytical and information system skills.
- Ability to multi-task and prioritize work assignments and work well under pressure
- Must be accurate, highly organized with great attention to detail

PERSONAL CHARACTERISTICS

- A flexible, innovative, and can-do attitude that thrives in a “start-up” environment
- Excited about enabling aggressive growth and a world-class organization
- Sense of humor, with a commercial, pragmatic outlook
- Interested and passion in entertainment, character and consumer products businesses
- Ability to travel (not must)

勤務地

本社／東京都港区愛宕 2 丁目 5 番 1 号 愛宕グリーンヒルズ MORI タワー
 【交通手段】
 東京メトロ日比谷線「神谷町駅」徒歩 4 分 / 都営地下鉄三田線「御成門駅」徒歩 3 分

応募方法

下記メールアドレスに
 履歴書（写真貼付）、職務経歴書（日本語・書式自由）希望動機（800 字程度）3 点を PDF 書式にてお送りください。

※応募書類はご返却は致しません（個人情報に厳重に管理し、当社にて破棄させていただきます）ので、あらかじめご了承ください。

選考通過の方にのみ追って連絡いたします。

【書類送付先】

tommy.liu@nbcuni.com

応募書類の本社への持参は固くお断りします。

応募書類は返却いたしませんのでご了承ください。

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照会・問い合わせ

HR 採用アドレスまでお願いします。

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