### About Brunswick

Brunswick is a strategic advisory firm focused on critical issues. Our purpose is to help the great value-creating organizations of the world play a more successful role in society.

We advise on critical issues at the center of business, politics and society, and help our clients – the leaders of large, complex organizations – understand and navigate these interconnected worlds.

Brunswick is one firm globally, operating as a single profit center. This allows us to respond seamlessly and effectively to clients’ needs wherever they are in the world.

### Background

Founded in London in 1987, Brunswick’s global partnership has grown organically to 24 offices in 15 countries. We began as a M&A and financial communications firm and, over time, expanded our capabilities and expertise to crisis communications and communications on other business critical issues. We invested in new offices, sectors and a wider variety of offers for clients such as public and regulatory affairs, major litigation, business and society, cyber, employee engagement and digital. Our in-house creative agency, Merchant Cantos, delivers creative, visual content for clients.

We rank number 1 in the world over the last five years by global deal value and global deal volume and were named Band 1 advisors in the U.S. and the UK earlier this year by Chambers and Partners, the legal rankings service, as one of the very top communications firms offering legal and litigation support work.

Our CEO is Neal Wolin, based in Washington, D.C. Our Chairman is Sir Alan Parker, based in London.

### The Americas

In the U.S., we have offices in Chicago, Dallas, New York, San Francisco and Washington, D.C. In Brazil, we have an office in Sao Paulo. We advise clients on, among other things, domestic and cross border M&A, IPOs, activism, capital markets and investor relations, public and regulatory affairs, geopolitical issues, litigation, crisis, cyber, employee engagement, digital, opinion research and on broader reputation campaigns.

Colleagues in the U.S. are drawn from a variety of backgrounds and consist of in-depth industry and sector experts from banking, law, accounting, politics, government, journalism and the media, consulting and elsewhere. Our U.S. CEO is Nik Deogun.

Examples of long-standing clients in the U.S. include Abbott, AIG, AT&T, Harley-Davidson, McKinsey, Microsoft, United Airlines, United Healthcare, Stanford Medicine, The Gates Foundation and Western Union.

For more information on Brunswick, including our offices and client offers, please visit our website: [www.brunswickgroup.com](http://www.brunswickgroup.com)

### Opportunity

Brunswick Group is seeking an Associate with experience in an advisory role for Japanese organizations to join the team in Washington, D.C (preferred) or in New York City. Associates are able to leverage their own specialized skills and backgrounds while operating in Brunswick’s generalist environment.

Responsibilities may include but are not limited to:

Client Contribution & Handling

* Serve as an expert to Japanese and American clients on critical issues at the center of business, politics and society across multiple industries
* Manage day-to-day communications with U.S. based Japanese clients and U.S. clients interested in Japan business, as well as other internal colleagues in the U.S. and across the world
* Provide relevant insight, guidance and advice to clients using both English and Japanese language
* Play an integral role as a full-time member of Brunswick’s Global Team Japan, serving its U.S.-based team as a Chief of Staff, including by handling internal coordination for marketing, new business development, RFP management, and pitch preparation

Team Management

* Manage and mentor team members; work with Partners and Directors on the day-to-day management of staff and client deliverables
* Manage the development of key client documents by playing a vital role in drafting, editing and routing throughout the internal process and external delivery
* Oversee research assignments; responsible for distilling a large amount of information into the most impactful and helpful points
* Plan and execute client announcements and events, managing:
	+ Strategic communications plan development
	+ Preparation of strategic communications documents including talking points, Q&As, day-of rollouts, media backgrounders, etc.
	+ Media handling and approach
	+ Announcement or event logistics
* Organize media meetings and logistics

Networking

* Foster a network of contacts and relationships with corporates, journalists, legal advisors, financial advisors, government officials, and cultural organizations.
* Develop relationships with the Japanese and American business community as well as wider Japanese stakeholders in the U.S. to understand issues and priorities
* Proactively build a network locally to identify talent referrals, new business prospects and media contacts

Knowledge, Skills, and Abilities:

* Total 5-7 years of relevant work experience, minimum 1-2 years of which must be professional experience outside the PR/communication sector such as in management consulting, investment banking private equity, or legal services
* Professional business Japanese proficiency (reading, listening, writing, and speaking)
* Deep understanding of Japanese corporate culture, professional business etiquette, and appropriate nuanced communications in Japanese context
* Ability to operate effectively in an entrepreneurial, fast-paced environment
* Exceptional written and verbal communication ability
* Energetic team player with strong self-motivation
* Experience managing teams and passionate about mentoring junior staff
* Ability to think strategically and creatively, with strong problem-solving skills
* Strong attention to detail with the ability to multitask in high-pressure situations
* Exhibit discretion with confidential client matters

Ideal Candidate:

* Experience working in Japan or inside Japanese companies outside of Japan
* Adept at navigating and succeeding within high-performance, entrepreneurial environments
* Excellent communicator with professional polish and strong emotional intelligence
* Entrepreneurial and collaborative spirit
* Desire to mentor and willingness to train junior staff

Apply & Contact:

If you are interested in learning more about this role, please contact:

Brandon Coleman

Recruiter, U.S.

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