Nikkei America, Inc.

Nikkei America, Inc. is one of the subsidiaries of Nikkei, Inc.

For more than 145 years, Nikkei has been providing unparalleled coverage of Japan's economy, industries and markets. The group's business portfolio includes publishing, broadcasting and the Nikkei 225 stock index. Its flagship media, The Nikkei, has a circulation of approximately 2.83 million. With 37 bases globally and 1500 journalists, Nikkei is ideally positioned to provide Asian news and analysis to a global audience.

<Role>

Nikkei America is looking for a media researcher for its Washington D.C. bureau.

This position in the Washington D.C. bureau is responsible for providing quality reporting, writing, and editorial support to the bureau chief and correspondents, as well as the administrative support necessary to run the bureau as a news organization.

This position may attend press conferences alone or travel to other parts of the country and may collaborate with reporters in other areas, such as New York and Tokyo.

<Responsibilities>

* In accordance with the bureau chief's instructions, gathering information relevant to the news-reporting activities of the bureau, conducting verification, fact-checking, and doing follow-up research as required.
* Gathering information on individuals or groups relevant to current events and trending news topics based on an accurate assessment of the needs of the bureau chief, correspondents, and subscribers.
* Preparing summaries of the findings and related information in a comprehensive, easy-to-read format and providing recommendations to the bureau chief and correspondents.
* Building and maintaining unique relationships with key policymakers, government officials, experts, and other key players.
* Assisting the bureau chief and correspondents in securing exclusive interviews with government officials and key players.
* Staying up to date on a wide range of U.S. political, economic, social, and cultural issues by attending press conferences and events and by reaching out to unique contacts, etc.
* Scheduling interviews for the bureau chief and correspondents. Collecting, analyzing, and organizing essential data relevant to the interviews.
* Assisting the bureau chief and correspondents with their written and oral English communication as required.
* At the request of the bureau chief or correspondents, locating the interviewee, conducting the initial interview on his/her behalf as needed, and providing feedback to him/her on the results.
* Accurately grasping the Nikkei Group’s news coverage and, as a member of the group, engaging in proactive networking activities to beat other media outlets and make tangible contributions to improving the quality of the content.
* Collecting and organizing relevant data from a variety of sources, such as newspapers, magazines, television broadcasts, blogs, and other online sources.
* Maintaining an up-to-date contact list of government officials, industry leaders, and other persons of interest.
* Acting as a liaison between the bureau and outside institutions to make necessary arrangements for news-reporting activities, including but not limited to obtaining a media pass from governmental institutions.
* Other services relating to the Washington bureau as needed.

<Compensation>

* $55,000-$65,000
* Additional compensation (bonus)

<What we offer to our employees>

* Medical & dental Insurance for employees and his/her family members (100% premium paid by the company)
* Life Insurance
* Accidental death & disability insurance
* Paid time off such as vacation, personal, sick leave, and bereavement leave
* 401k program
* Profit sharing
* Flexible and hybrid working
* Reimbursement for annual physical check-up after one year of employment
* 10th, 20th, 30th year employment anniversary compensation and time-off

<Educational Requirement>

* Bachelor’s Degree in related field

<Requirements/Qualifications/Special Skills >

* Strong sense of journalistic integrity and professionalism.
* Excellent command of both Japanese and English languages.
* Adequate knowledge and keen interest in American affairs.
* Ability to consistently produce high-quality output with minimum error in a timely manner.
* Solid communication and interpersonal skills, including the ability to quickly understand supervisor’s instructions and to keep supervisor informed of the work status and progress.
* Must have proficiency in basic software applications including Word and Excel.
* Must have adequate compute literacy to learn and use other software applications and digital devices currently used, or to be used in the company.

Nikkei America is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate in hiring or the terms and conditions of employment because of an individual’s race, color, religion, national origin, age, disability, gender, sexual orientation, citizenship or any other characteristic protected by federal, state or local law. Nikkei America makes hiring decisions based solely on qualifications, merit, and business needs at the time. Nikkei America will consider the provision of reasonable accommodations to known physical or mental disabilities of otherwise qualified applicants to enable them to participate in our application process and to effectively perform the essential functions of the job, unless doing so would impose an undue financial or operational hardship.