



### **About Guinness World Records**

GUINNESS WORLD RECORDS (GWR) is the global authority on record-breaking achievement. The iconic annual Guinness World Records book has sold over 138 million copies in over 20 languages and in more than 100 countries since 1955. Additionally, the Guinness World Records: Gamer's Edition, first published in 2007 and part of a growing GWR publishing programme, has sold more than five million copies to date. Guinness World Records' television programmes reach over 750 million viewers worldwide, and the GWR YouTube channel boasts more than one million subscribers, prompting more than 300 million views per year. The GWR website receives 21 million visitors annually, and we engage with over 12 million fans on Facebook.

**Title:** Paid Internship / Part Time – Records Management Support

**Location:** Tokyo

**Part time** start from 1,000 JPY/hr, 2-4 days / week, long term contract

### **Requirement:**

- Ability to speak and write in English and Japanese fluently
- Good communication skills, externally and internally
- High attention to details
- Computer literacy

### **Preferred qualifications:**

- Interest in Guinness World Records brand and business
- Excellent research skills using internet
- Experience in translation (English to Japanese/Japanese to English)
- Good knowledge in media, entertainment, market research, advertisement, or event management is a plus

### **The Opportunity**

Guinness World Records (GWR) is looking for an enthusiastic student intern or part-timer, to assist Records Management Team in Tokyo. GWR Records Management Team is responsible for processing all record breaking claims worldwide as well as servicing the needs of the other departments in the office.

The main responsibilities include reviewing applications and doing in-depth researching into potential new record categories. You could be reviewing evidences for the "largest pancake" or conducting research for the "fastest robot to solve a Rubik's Cube." Each day promises a bit of the exciting and unexpected!

### **How to apply**

Interested in the opportunity to gain experience from a strong brand with a great working environment?

Send your English CV and Japanese CV to [JapanHR@guinnessworldrecords.com](mailto:JapanHR@guinnessworldrecords.com).

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.