

(English version only)



EU-Japan Centre for Industrial Cooperation

Recruitment Announcement:
post of **Coordinator, International Joint Projects and EU-Japan Partnering Support for Business**

The EU-Japan Centre for Industrial Cooperation (hereinafter, the “Centre”) is recruiting a Coordinator for International Joint Projects and EU-Japan Partnering Support for Business (refer to the job requirements, skills and work description below).

Interested candidates with relevant mid-level experience are invited to submit an application **by Monday 9 December 2024 17h00 JST** by sending CV with letter of motivation in English and Japanese to applications@eu-japan.or.jp or by post to EU-Japan Centre for Industrial Cooperation, Shirokane-Takanawa Station Bldg. 4F, 1-27-6 Shirokane, Minato-ku, 〒108-0072, Japan. Only applicants shortlisted for interviews will be notified.

Job Description

Based in Tokyo, the Coordinator supports two projects within the Centre: the International Joint Projects and the EU-Japan Partnering Support for Business, which is run by the Enterprise Europe Network (hereinafter EEN). Every year, the Centre organizes 8 Business Missions to Japan to support the internationalization of over 100 European Small and Medium Enterprises (hereinafter, “SMEs”) in the context of the Japanese and foreign markets in cooperation with Japanese partners.

About the International Joint Projects helpdesk:

This service aims to offer advice and support towards building business partnerships between EU and Japanese firms in foreign markets. The service will include running an ongoing inquiry support info-desk, exchanging cooperation profiles and expressions of interest, organizing B2B matchmaking and pitching events together with partners, and setting up business missions targeting foreign markets. The Coordinator is expected to support ongoing matchmaking, pitching and networking events with the goal to follow up on existing leads in order to produce success stories (<https://www.eu-japan.eu/international-joint-projects>).

About EU-Japan partnering support for Business: Enterprise Europe Network:

The EEN is the world's largest support network for SMEs with international ambitions. It has 3,000 experts across 600 member organizations in more than 45 countries. Member organizations include chambers of commerce and industry, technology centres, and research institutes. The Network helps ambitious SMEs innovate and grow internationally. It provides international business expertise with local knowledge across a range of targeted services: a) Partnership; b) Advisory; c) Innovation support. The EU-Japan Centre for Industrial Cooperation is the partner in Japan for EEN (<https://www.eu-japan.eu/ja/een>).

I. Desired skillset:

- * Very good knowledge of business English and Japanese languages (spoken and ideally written).
- * Experience in coordinating business matchmaking events, company missions for business executives and/or experience in coordinating business support services, with proven ability to take care of mission logistics and organization in the context of Japan.
- * Based in Tokyo, full-time, trained for basic Japanese etiquette, understands business practices of both Japanese and foreign working environments, and is very comfortable working a multicultural workplace.

- * Can work fast, in small teams and pays attention to details, and can deal effectively and proactively with last-minute changing priorities with a positive work attitude.
- * Is proficient with desktop publication software (can prepare POWERPOINT presentations), and can update webpages using Content Management Systems (CMS).
- * Can be an active listener to understand Japanese and foreign stakeholders' needs in the context of Japan, and is able to multitask and clearly communicate about the EU-Japan Centre's services in a diplomatic and professional manner.

II. Coordination of International Joint Projects helpdesk:

The coordinator will support the Project Manager with the following assignments:

II.1 Information service helpdesk

1.1 Contribute to answer inquiries from clients and partners from the EU, Japan and foreign markets.

II.2 Event organization & Business support

2.1 Support Japanese and EU clients in their search of suitable partners and projects with the aim to facilitate the connection between EU and Japanese companies for joint projects in foreign markets.

2.2 Support the helpdesk in organizing (i) business missions, (ii) business matchmaking events, and (iii) pitching events. These events can be online or physical. E.g. prepare the logistics and practical agenda of events, coordinate the rental of dedicated booths at trade fairs, arrange interpreters, arrange meetings between European and Japanese companies, support European participants during business missions at trade fairs in Japan or overseas, etc.

2.3 Communicate and actively follow-up with European and Japanese business missions' participants and clients in order to collect and publish success stories, collect feedback and gather information about possible business partnerships after each event.

II.3 Promotional activities

3.1 Expand the helpdesk's network of EU and Japanese clients and partners who would be interested in the services offered by the helpdesk.

3.2 Actively promote the helpdesk's activities to prospective Japanese clients, including cold contacts with Japanese clients in order to arrange meetings on behalf of European clients.

3.3 Promote the services of the helpdesk to EU and Japanese clients at relevant seminars/webinars, events and trade fairs and support the organization of seminars / webinars for promotional purposes.

3.4 Help create promotional contents about the activities of the helpdesk (e.g. newsletter articles, website articles, social media contents, pamphlets, videos) and about success stories of EU-Japan business cooperation in foreign markets.

II.4 Reporting

4.1 Contribute to the ongoing documentation of all inquiries, events and other project deliverables.

4.2 Contribute to the production of regular reports about the performance and output of the helpdesk to European and Japanese stakeholders.

III. Coordination of EU-Japan Partnering Support for Business:

III.1 Offer operational support to the rollout of EEN Japan services using existing EEN tools and processes (CRM databases, submission of Participant Opportunity Database profiles (POD) and Expressions of Interest (EoI)) in order to contribute to project-related Key Performance Indicators.

III.2 Work with the EEN Japan team to explain and answer inquiries about EEN to EU and Japanese SMEs, start-ups, (hereinafter referred to as "clients") at various seminars, events and relevant trade fairs in Japan.

III.3 Help prepare and process POD and EoI Profiles and ensure that PODs and EoIs workflows are documented using the project CRM; make suggestions to improve and optimize the workflow in order to reach the EEN Japan KPIs more effectively.

III.4 Develop and improve own EEN process manual; document learnings on a regular basis.

III.5 Coordinate the preparation, logistics and practical agenda of European Business Missions to Japan. Coordinate booth rental and design at trade fairs in Japan for European mission participants. Support European participants during their stay in Japan in order to ensure successful missions.

III.6 Support the organization of online / physical B2B matchmaking and / or client pitching events in connection with Business Missions to Japan as well as in connection with other Business, where EEN Japan acts as event co-organizer.

III.7 Actively follow-up with European mission participants and companies in Japan in order to collect possible success stories and partnerships after each mission; record such partnerships in the EEN intranet.

III.8 Make cold calls in Japan in order to arrange meetings on behalf of European clients.

Other assignments of general nature:

- Be supportive and communicate about the International Joint Projects service in an energetic and positive way.
- Promote the use of the International Joint Projects in Japan in synergy with other services operated by the EU-Japan Centre in order to reinforce the Centre's output.
- Learn and understand how to use and apply existing EEN tools and processes to oversee the day-to-day execution of International Joint Projects.
- Become an effective team member, by making a visible contribution to the success of the helpdesk.
- Attend Team meetings including meetings with members of the Centre's European Office.

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