

(English version only)



EU-Japan Centre for Industrial Cooperation

Recruitment Announcement:
post of **Coordinator, Policy Seminars and Analysis, the EU-Japan Business Round Table
and personal assistant to the EU side Managing Director**

The EU-Japan Centre for Industrial Cooperation (hereinafter, the “Centre”) is recruiting a Coordinator for Policy Seminars and Analysis, the EU-Japan Business Round Table, and personal assistant to the EU side Managing Director (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 16 September 2024 17h00 JST** by sending CV with letter of motivation and resume in English 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 the EU side Managing Director with the organization of Policy Seminars/Webinars, meetings of the EU-Japan Business Round Table (BRT) and the production and publication of weekly economic and business news briefings on Japan. Every year, the Centre organizes 8 to 10 Policy Seminars/Webinars with a total of several 1000 participants; as the secretariat of the BRT, the Centre oversees the organization of its annual conference with the participation of over 150 executives from EU and Japanese companies, stakeholders and policymakers.

I. Desired skillset:

- *Very good knowledge of business English and Japanese languages (spoken and ideally written).
- *Experience and affinity to work for governmental organizations and related bodies in Japan and/or in the context of the European Union.
- *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. Coordinator, Policy Seminars/Webinars:

1. Work together with the team in charge of Policy Seminars/Webinars in order to prepare, execute and deliver policy seminars according to annual plan.
2. Draft and send out letters of request to potential seminar speakers and coordinate their details (preparation of presentations, speaking format, travel and accommodation arrangements) as relevant.
3. Send out invitations and manage acknowledgements of receipts to eligible participants.
4. Manage the input of seminar participants in the database and update the database as necessary.

5. For each seminar, coordinate and communicate with service providers to find a venue, negotiate with interpreters, register participants, as well as collect and process follow-up questionnaires from participants.
6. After the end of each seminar, collect and summarize written evaluation by participants and produce a short report about seminar feedback.
7. Coordinate with the team in charge of Policy Seminars/Webinars team in order to collect relevant material and notes for the purpose of producing a publishable seminar report.
8. Process the necessary paperwork to approve all relevant Seminar/Webinar expenses.

More about the Centre's Policy Seminars/Webinars at: <https://www.eu-japan.eu/policy-seminars>

IIIa. Coordinator for the EU-side Secretariat of the EU-Japan Business Round Table (BRT), (under supervision from the Managing Directors and together with the Deputy Director in Brussels Office).

1. Liaise with EU-side member companies of the BRT in order to ensure smooth execution of ongoing BRT events and meetings in order to contribute to the successful outcome of the annual meeting.
2. Support the EU-side co-chair in the preparation of meetings and discussions with EU-side members, working parties, the Japan-side co-chair, the EU-side public authorities.
3. Coordinate logistical arrangements for EU-side meetings and co-chair's events (e.g. meetings with Japanese politicians) to be organized in Tokyo.
4. Coordinate the preparation and logistics of the annual meeting of the BRT in Tokyo (bi-annually); support the preparation of the annual meeting in Europe together with the Deputy Director from EU-Japan Centre's Brussels Office.
5. Contribute to other activities at the request of the EU-side co-chair company, including possible research on specific topics, making written summaries of briefings, preparation of speaking points and meeting reports.
7. Assist the Managing Director on special or ad-hoc projects, as relevant in the context of the BRT.

More about the EU-Japan Business Round Table at: <https://www.eu-japan-brt.eu/>

IIIb. Production and publication of weekly economic and business news briefings on Japan

Produce an English language weekly Japanese business, industrial and economic policy news brief in electronic format (WORD and PDF) based on continuous review of newspapers, Japanese Ministry websites and other media sources.

IV. Personal assistant to the EU side Managing Director:

1. Support with filing official documentation and posting documents to the European Commission and related agencies.
2. Support with drafting correspondence as requested by the Managing Director (in English).
3. Assist with planning and coordination of the meeting schedule – prepare drinks for guests during meetings. Support the Managing Director in taking notes and summaries of relevant points during meetings.
4. Assist with the printing of business cards, supporting and liaison of office administration equipment (software and hardware) for smooth operations.
5. Assist with travel and accommodation booking for missions within Japan and overseas.
6. Process the necessary paperwork to approve all relevant expenses in the above listed tasks.
7. Support the Managing Director with communication about the Centre's projects, outputs and outcomes.

End of document.