



Embassy of the Kingdom of Belgium
in Tokyo

Nibancho 5-4, Chiyoda-ku
102-0084 Tokyo
T +81 3 3262 0191
F +81 3 3262 0651
E-mail: tokyo@diplobel.fed.be
<https://japan.diplomatie.belgium.be/>

Published on 30 October 2024

JOB OFFER

Administrative Assistant – economic section – Osaka 2025

*The Embassy of Belgium in Tokyo is hiring an Administrative Assistant – 10-month contract
(Ref : BEL/TYO/2025/EC01)*

Job description:

- Support the activities of the economic section of the Embassy in Tokyo, with a focus on visits and events in the framework Expo Osaka-Kansai 2025
- Full-time job in a dynamic and pleasant working environment

Example of tasks:

- Translate documents (emails, letters, articles, social media posts, etc.) from English to Japanese and vice-versa
- Provide translation or interpreting support (Japanese to English) during speeches, operational meetings, etc.
- Draft official correspondence
- Contribute to the organization of official visits as well as events managed by the Embassy (arrange agendas, schedules, transportation, catering, equipment, etc.) mainly in the framework of the Expo.
- Provide customer-oriented and efficient assistance to partners visiting Japan in the framework of the Expo.
- Manage small accounting tasks under the supervision of the manager
- Carry out various administrative tasks
- Other missions, depending on the needs

Required profile

- Excellent oral and written knowledge of Japanese (native level mandatory)
- Excellent command of English, both written and oral
- Knowledge of Dutch and/or French is considered an asset
- Good IT knowledge (MS Word, Excel, Outlook), good command of SNS (X, Facebook, Instagram, etc.)

- Strong organizational abilities, as the successful candidate will need to be flexible and able to work and manage tasks and priorities autonomously
- Good communication and interpersonal skills, good team player
- Ready to work in an international and multilingual environment
- Any previous work experience in Embassy, translation/interpretation, public service, communication, PR, office management is an asset

Conditions

- Fixed-term contract for 10 months, with a trial period of three (3) months
- Working hours: 40 hours/week
- Advantages: Competitive salary (minimum gross salary 480688 JPY/month), bonus, public transport refund, health/pension insurance, twenty (20) paid annual leave.
- Estimated starting date: January 2025

Application procedure

- **Send your CV (in English) and a cover letter (in Japanese) no later than November 20, 11:00 PM** (Tokyo time) **to tokyo@diplobel.fed.be** clearly stating "Administrative Assistant - BEL/TYO/2025/ECO1" in the subject line.
- After a first screening based on CV and cover letter, selected candidates will be invited for a written and oral test to assess their skills, motivation and linguistic competences.

Questions?

- If you have any further questions about this job offer, you can contact tokyo@diplobel.fed.be.