

Job offer assistant

The BLCCJ (www.blccj.or.jp) is looking for a full-time Executive Assistant (m/f/x) for its office in Tokyo. We are looking for an enthusiastic person who wants to be part of a small but active team in an international environment.

Job description:

- Carry out general office administrative tasks
- Help with translation and interpretation Japanese-English-Japanese
- Assist with the preparation, execution and follow-up of (live and online) events such as business seminars, trade fairs, networking events etc.
- Attend other events and receptions when requested
- Assist with the website and social media (Facebook, LinkedIn etc.)
- Provide customer-oriented and efficient assistance to people contacting the office
- Collect useful information for member companies
- Actively propose ideas and opportunities for the Chamber, including potential new members
- Report to the General Manager and occasionally to the Board of Directors

Skills and Requirements:

- Native Japanese speaker (mandatory)
- Very good command of English, both written and oral
- Knowledge of French and/or Dutch are a plus
- Good IT knowledge (MS Word, Excel, Powerpoint), good command of SNS (Facebook, LinkedIn etc.), must be able to work with Mac
- Previous business experience or experience working in an international environment are a plus
- Good communication and interpersonal skills, customer-oriented
- Strong organizational abilities with an eye for detail
- Sense of initiative and ability to work independently
- Must show flexibility
- Must be comfortable working in a small team
- Must be able to commute to the Tokyo office and stay late for events if needed

What we offer:

- Long-term contract with a trial period of 3 months
- Working hours: 40 hours/week + occasional events/receptions that might happen in the evening or on the weekend
- Advantages: 15 vacation days (additional to the Japanese official holidays), transportation reimbursement, medical check-up
- Open, informal and international work environment
- Estimated starting date: November 2021

Selection procedure:

Send your CV and cover letter in English no later than **Friday 20 August 2021 18:00 (Tokyo time)** to sophie@blccj.or.jp clearly stating “BLCCJ Executive Assistant” in the subject line.

BLCCJ will only contact applicants selected to go into the interview phase of the selection process.

One or more interviews will be held and could contain a written assignment.

All candidates invited for the interview(s) will receive feedback at the end of the selection process.