



**The Embassy of the Grand Duchy of Luxembourg in Tokyo
is recruiting
1 project management assistant (m/f) for the Grand-Duchy of
Luxembourg's participation at Green X Expo 2027 Yokohama
Fixed-term contract 40 hours per week
from 15 June 2026 until 31 December 2027**

The Embassy of the Grand Duchy of Luxembourg in Tokyo is seeking to employ a dedicated and proactive project management assistant to the Grand-Duchy of Luxembourg's participation at the Green X Expo 2027 in Yokohama. As project management assistant you will be responsible for supporting the Luxembourg Ambassador in Tokyo, in his capacity as Section Commissioner, the Luxembourg Embassy team, as well as representatives from the Ministry of Foreign and European Affairs, Defence, Development Cooperation and Foreign Trade, throughout the entire cycle of Luxembourg's presence in Yokohama. The ideal candidate will thus manage the supervision of construction, operation, and dismantling of the Luxembourg pavilion and garden, ensuring effective communication and coordination between various stakeholders involved in the project.

As a project management assistant your work will include, but is not limited to, the following tasks :

Supervision of Pavilion and Garden construction

- Relationship management with related construction companies both in Japan and in Luxembourg and Japan Association for the International Horticultural Expo 2027 ;
- Contract negotiation meeting support (meeting coordination, distribution of documents, establishing meeting minutes) ;
- Translation and interpretation upon request ;
- Contact point for Japanese media ;
- Conduct administrative duties related to project management ;
- Maintain documentation of progress and communications ;
- Support the monitoring of the construction site in Yokohama, identifying any potential delays and collaborating with the Commissioner to implement timely solutions and corrective measures ;
- Support insurance program and selection of insurance company.

Pavilion management

- Conduct regular on-site visits (daily, if necessary, in coordination with other members of the Embassy team) to ensure the good functioning of the Pavilion and that all facilities are in good condition as well as the smooth running of the operations. At some point, the base of operations will be in Yokohama instead of Tokyo ;
- Act as the primary contact for representatives of the Association concerning daily business related to the well-functioning of the Pavilion, directing communication and coordination efforts on-site ;
- Relay maintenance issues, technical malfunctions and operational problems to the competent partner(s) ;
- Support the Commissioner and representatives from the Luxembourg embassy in planning and executing the National Day and other events ;
- Prepare and support logistics for the governmental and business delegations visiting Japan;
- Perform occasional tasks assigned by the Commissioner.

Pavilion Dismantling (September – December)

- Help supervise the dismantling of the pavilion in compliance with all safety, operational protocols and established timeline ;
- Prepare a comprehensive report detailing the pavilion's construction, operations, and dismantling for review by the Commissioner and Luxembourg authorities.

Your profile

- You have a secondary school diploma, a Bachelor's degree, or an equivalent qualification ;
- Proven experience in project management, preferably in event management or construction ;
- Strong communication skills in both Japanese and English ;
- Strong problem-solving and interpersonal skills ;
- Excellent organizational abilities, time management skills and attention to detail ;
- Ability to work independently and collaboratively in a fast-paced environment ;
- Flexibility to adapt to changing priorities and develop innovative solutions ;
- Mastering basic software tools like Word, Excel, PowerPoint, Outlook, and video conferencing.

Please note that the labour laws of Japan will govern the contract, including the remuneration. The successful candidate must have a legal entitlement to live and work in Japan prior to recruitment.

How to apply

If you are interested in this vacancy, please email your CV and educational credentials along with a cover letter in English and Japanese detailing relevant proof of qualifications and work experience, availability and reasons for applying and a valid residence permit (for non-Japanese nationals) to eventstokyo.amb@mae.etat.lu, with the subject 'Application: project management assistant'.

Applications must be received by Thursday, 30 April 2026.

Please note that only short-listed applicants will be contacted. The Embassy reserves the right to re-advertise or extend the call for applications.