

Job offer

Job Title: Junior Project Coordinator

Organization: JETRO Prague

Report to: Director General

1. 担当業務 Job Objects

- (1) 対日投資事業
- (2) 市場開拓事業
- (3) 総務・事務管理

2. 業務内容 Duties and Responsibilities

(1) 対日投資事業

- ① チェコ企業の日本進出支援に関する事業の実施
- ② チェコ企業と日本企業との協業・連携促進に関する事業の実施
 - a 対日投資関心企業の発掘、日本企業との協業・連携に関心がある企業の発掘
 - b セミナー、ビジネスマッチングイベント（オンライン／オフライン）の企画・運営
 - c 市場調査、制度情報の収集、レポート、プレゼンテーション資料の作成、問い合わせ対応
 - d ジェトロ内（在欧、本部、地方）外関係者との連絡調整

(2) 市場開拓事業

- ① 日本産品（食品、酒など）のチェコへの輸出促進に関する事業の実施
 - a バイヤーの発掘
 - b セミナー、ビジネスマッチングイベント（オンライン／オフライン）の企画・運営
 - c 市場調査、制度情報の収集、レポート、プレゼンテーション資料の作成、問い合わせ対応
 - d ジェトロ内（在欧、本部、地方）外関係者との連絡調整
 - e 対象分野（日本食、日本酒、日用品、コンテンツ、ファッション、工業品など）

(3) 総務・事務管理

- ① 情報システム管理
- ② 駐在員に関連する手続き（ビザなど）
- ③ 事務所管理業務（文書や物品などの管理）
- ④ 経理業務補助

1. Job Objects & 2. Duties and Responsibilities

(1) Promoting FDI into Japan

① “Invest in Japan” project

JETRO have been proactively promoting “Invest in Japan” Project since 2003 and have supported more than 2,000 foreign companies to set up their businesses and subsidiaries in Japan. The job objective includes contacting Czech companies interested in the Japanese market, introducing services of “Invest in Japan” and help communication between Czech companies and the headquarters of JETRO.

Responsibilities

Assistance to find Czech companies interested in the Japanese market and setting up subsidiaries in Japan through activities such as research of various materials, visiting exhibitions held in the Czech Republic or visits to individual companies. Assistance to introduce services of “Invest in Japan” to these companies and supporting communication between these companies and the headquarters of JETRO.

It includes tasks such as;

- developing new business contacts
- organizing seminars and business meetings (online/offline) with Director General of JETRO Prague and related parties, and make necessary arrangements for hosting ones, such as venue booking, transportation arrangement for participants, press releases, and necessary activities
- research activities related to market information, laws and regulations, and preparation for presentation materials
- administrative issues related to the project

② Innovation Cooperation

One of the most import tasks of JETRO Prague is to promote cooperation between Japanese and Czech companies in the field of innovational industries through “J-Bridge” Project. The job objective includes necessary arrangement for effective and smooth project organization.

Responsibilities

Assistance to coordinate business meetings (online/offline) between Czech and Japanese companies in the field of innovational industries such as carbon neutrality

and digitalization. Assistance to supporting communication between Czech and Japanese companies under the supervision of the Director General in JETRO Prague.

It includes tasks such as;

- developing new business contacts
- organizing seminars and business meetings (online/offline) with Director General of JETRO Prague and related parties, and make necessary arrangements for hosting ones, such as venue booking, transportation arrangement for participants, press releases, and necessary activities
- research activities related to market information, laws and regulations, and preparation for presentation materials
- administrative issues related to the project

(2) Business Development

JETRO Prague supports Japanese companies' export to the Czech Republic through its activities(online/offline).

Responsibilities

In order to support Japanese companies' export to the Czech Republic, engages in a wide range of tasks such as,

- developing new business contacts
- organizing seminars and business meetings (online/offline) with Director General of JETRO Prague and related parties, and make necessary arrangements for hosting ones, such as venue booking, transportation arrangement for participants, press releases, and necessary activities
- research activities related to market information, laws and regulations, and preparation for presentation materials
- administrative issues related to the project

Main Scope: Japanese foods, sake, household goods, contents, fashion, industrial products

(3) Administration

To provide assistances to administrative work for JETRO Praha's office management, such as information system management, expatriate matters (visas),

documentation, office supplies management, receiving guests at office, as well as other necessary arrangement.

3. Place of Work

JETRO Prague

Na Příkopě 1096/19, 117 19 Praha 1

The employee agrees to be entrusted with Business Trips within Europe and, if necessary, to Japan.

4. Working Hours

From Monday to Friday

9:00-17:00 with lunch break 12:00 - 13:00

5. Requirements

- Degree/Diploma in any discipline
- Czech(business level) and English (business level)
- Business Japanese (both written and spoken) will be preferred
- General interest in and awareness of latest trends, eagerness to learn new skills and continuously acquire knowledge in business between the Czech Republic and Japan
- Intercultural communication skills
- Excellent Team player
- MS Office knowledge
- Driver's license (group B) will be preferred

6. Others

- Temporary Contract for the first three months
- Please contact by an e-mail to the contact person in English or Japanese.

Your contact person:

Go Shimuta (Mr.)

JETRO Prague

Go_Shimuta@jetro.go.jp

7. About JETRO

JETRO, or the Japan External Trade Organization, is a government-related organization that works to promote mutual trade and investment between Japan and the rest of the world. JETRO has 48 domestic offices in Japan, as well as 76 overseas offices in 55 countries. In Europe, JETRO has 15 offices in 13 countries, including one in Prague. JETRO Prague assists Japanese companies with their businesses in the Czech Republic, supports exports of Japanese food, and promoting Czech companies doing business in Japan.