

**Job offer**

**Job Title:** Junior Project Coordinator

**Organization:** JETRO Prague

**Report to:** Director General

**1. Job Objectives**

The job responsibilities consist of three pillars, activity of Invest in Japan project, project coordination of innovation cooperation as well as assistance to administrative work.

**(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.

**(2) Innovation Cooperation**

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

**(3) Administrative Work**

To assist required documentation and related work.

**2. Responsibilities**

**(1) “Invest in Japan” Project**

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.

**(2) Innovation Cooperation**

Assistance to coordinate business meetings (online/offline) between Czech and Japanese companies in the field of innovative 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.

**(3) Seminar planning and management**

In order to serve customers’ needs, to plan seminars with the Director General of JETRO Prague and make necessary arrangements for hosting one, such as venue booking, transportation arrangement for participants, press releases, and necessary activities.

**(4) Administrative Work**

To provide assistances to administrative work for JETRO Prague's office management, such as information system management, expatriate matters (visas), documentation, office supply management, receiving guests at the 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(native level) and English (business)
- 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

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**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.