

The Japan External Trade Organization (JETRO) is a government-related organization under Japan's Ministry of Economy, Trade and Industry (METI) that works to promote mutual trade and investment between Japan and overseas. Its primary missions are to promote foreign direct investment into Japan and to support Japanese small to medium-sized Japanese firms maximize their global export potential.

For our office in Dusseldorf, we are seeking:

Position Title:

Project Coordinator (m/f/d)

Department:

Digital- Operation Unit/ Startup Open Innovation Unit

Location:

JETRO Düsseldorf

10, Berliner Allee, 40212 Düsseldorf

NB: The position may require business travel within Germany, Europe and Japan.

Employment Type:

Full-time

Working Hours:

Monday to Friday

7.75 hours per day (7 hours 45 minutes)

Overtime is generally not expected, though a few additional hours may occur during busy periods or event days.

Contract Type:

Fixed-term contract

Job Description

The role involves enhancing communication among JETRO's offices in Europe and with external service providers, thereby strengthening JETRO's network and supporting the overall enhancement of its activities in the region. It also includes assisting Japanese companies with market entry into Germany and other European countries, promoting exports, and facilitating partnerships and collaborative initiatives. As a Project Coordinator, you will report directly to the Deputy Director General of JETRO Düsseldorf

(1) Activities Supporting the Enhancement of JETRO's Strategic Hub Function

This role involves communication and coordination with neighboring JETRO offices in Europe and with external service providers. Through these activities, you will contribute to strengthening JETRO's network and improving its performance by delivering services in an integrated, region-wide manner. Responsibilities include supporting Japanese companies in their expansion into Europe, promoting exports, and facilitating collaboration with European companies. Specific duties are described in sections (2)–(6) below.

(2) Management and Coordination of Outsourced Services

To efficiently carry out the above activities, JETRO outsources certain tasks to research firms and consulting companies. Your responsibilities will include communicating with these service providers to set common goals that align with the needs of JETRO and its clients, managing contracts, overseeing budget matters, and handling other necessary administrative and liaison tasks.

(3) Building Networks with Key Stakeholders

To maximize the impact of JETRO's activities and generate more meaningful outcomes, it is essential to build cooperative relationships with regional stakeholders. Your responsibilities will include communicating with these stakeholders—together with external service providers where appropriate—to strengthen these relationships and support the implementation of JETRO's initiatives.

Key stakeholders include local governments, chambers of commerce, industry clusters, investment promotion agencies, accelerators, and other relevant organizations.

(4) Planning and Organizing Events

Your duties will also include preparing and organizing events together with colleagues, external service providers, and the stakeholders mentioned in section (3). This may involve coordinating and negotiating with co-organizers and related parties, booking venues, arranging flights for speakers, and handling other associated tasks.

(5) Business Matching Facilitation

Under the direction of the Director, you will introduce JETRO's support schemes—such as *Japan Street*, JETRO's online platform for supporting procurement of Japanese products, and *J-Bridge*, its platform for promoting collaboration between Japanese and overseas companies—to clients and help facilitate business creation. You will also be responsible for informing stakeholders and external service providers about these schemes and building cooperation frameworks to promote their effective use.

(6) Administration

In addition to project-related documentation, you will also be responsible for general administrative duties necessary for the smooth operation of the office.

Candidate Profile

- Business-level German and English, both spoken and written; Japanese language skills preferred
- Strong interest in business, economics, and new technologies
- Ability to communicate effectively in an intercultural environment
- Excellent teamwork skills
- Proficiency in MS Office
- Holder of a valid work and residence permit in Germany