

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) – Start-up/ Open innovation

Department:

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 includes facilitating and promoting innovative collaboration between German/European startups and Japanese companies. As a Project Coordinator, you will report directly to the Deputy Director General of JETRO Düsseldorf.

(1) Collaboration Promotion

JETRO launched [J-Bridge](#), a business platform designed to facilitate collaboration between Japanese and overseas companies and to promote business and capital alliances aimed at co-creating new value. Your responsibilities will include reaching out to German and European startups based on the business needs of Japanese corporates to help generate new innovations and solutions. This includes building connections with relevant stakeholders in the German and European startup ecosystems, as well as gathering business seeds from Japanese startups and needs from Japanese corporates, for example through participating in key events. The assignment also involves supporting communication between German/European startups, ecosystem stakeholders, and our JETRO headquarters.

(2) Management and Coordination of Outsourced Services

To efficiently carry out the above activities, JETRO outsources certain tasks to research firms, consulting companies, and innovation support organizations. Your responsibilities will include managing contracts with these service providers, coordinating communication, overseeing budget management, and handling other necessary administrative liaison work.

(3) Planning and Organizing Events

Your duties will also include preparing and organizing events with colleagues and the Deputy Director General of JETRO Düsseldorf to promote cross-border collaboration. This may involve negotiating and coordinating with co-organizers and other relevant parties, booking venues, arranging flight tickets for speakers, and handling other related tasks.

(4) Administration

In addition to the required project-related documentation, general administrative office duties must be carried out.

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