

Job Opening - JETRO Berlin (Project Manager)

The Japan External Trade Organization (JETRO), Berlin Office, is seeking to recruit a full-time National Staff member (Project Manager) as outlined below.

Job Responsibilities	<ul style="list-style-type: none"> • Coordination with internal and external stakeholders for various projects (including individual company support, trade fairs, and events) • Collection and analysis of information from German media on political and economic topics, and preparation of research and analysis reports in English or Japanese • Support for market research activities • Drafting and distribution of content for newsletters and the website • Arrangement and coordination related to the stay of Japanese expatriate staff • Other duties as assigned by the JETRO Berlin Office
Work Location	JETRO Berlin Office (Friedrichstr. 70, 10117 Berlin)
Working Hours	<p>Monday to Friday, within the time frame of 08:00–18:15, with 7 hours and 45 minutes of actual working time per day (shift-based) (Lunch break: 12:00–13:00)</p> <p>Shift options:</p> <ol style="list-style-type: none"> 1. 8:00–16:45 (Lunch break 12:00–13:00) 2. 8:30–17:15 (Lunch break 12:00–13:00) 3. 9:00–17:45 (Lunch break 12:00–13:00) 4. 9:30–18:15 (Lunch break 12:00–13:00)
Days Off	Two days off per week, as well as public holidays of the State of Berlin and Japanese national holidays (approximately 15 days in total per year)
Overtims	Overtime work may be required during busy periods.
Salary	In accordance with JETRO regulations.
Paid Leave	24 days per year
Social Insurance	Social insurance coverage provided.
Contract Term	Until the end of March 2027
Probation Period	Yes (3 months)
Requirements	<ul style="list-style-type: none"> • Native-level German proficiency; business-level Japanese and English communication skills, including the ability to prepare professional business documents in Japanese • Valid work and residence permit for Germany • Experience staying in Japan is desirable • Strong PC skills (Microsoft Office) • Willingness and ability to undertake day trips and overnight business

	<p>travel (e.g. for trade fairs)</p> <ul style="list-style-type: none"> • High level of autonomy and flexibility • Ability to perform tasks in a planned and organized manner • Excellent adaptability and strong teamwork skills
Application Documents	<ul style="list-style-type: none"> • Curriculum vitae (in German or Japanese) • Copies of university degree certificates and professional qualifications (if available) • Employment references or certificates (if available)
Application Method	<p>Please combine all application documents into one single PDF file, name the file with your full name, and send it by email with the subject line “Application – National Staff” to the following addresses by Friday, Jun 12, 2026:</p> <p>Miyuki Yamada [at] jetro.go.jp Hirotaka_Nakayama [at] jetro.go.jp</p> <p>Only applicants who pass the document screening will be contacted regarding interviews and further steps.</p>
Contact Information	<p>Contact persons: Miyuki Yamada (Director), Hirotaka Nakayama (Director) Tel.: +49-30-2094-5560 Email: Miyuki Yamada [at] jetro.go.jp, Hirotaka_Nakayama [at] jetro.go.jp Website: http://www.jetro.go.jp/germany/</p>