

Job Title: Junior Researcher, Project Coordinator
Department: Market Information and Research
Organisation: JETRO Düsseldorf
Report to: Director, Information and Market Research

1. Job Objective

The job responsibilities consist of two pillars, Research and project coordination of Japanese Food promotion projects including related administrative and general affairs duties.

(1) Research

In order to serve information demand from Japanese companies or the Japanese government, conducting relevant research on business information about Germany and the EU and to report the results. (Both desk-top research and interviews)

The research outputs will be used to serve Japanese companies' information needs for German/European business activities. Some of the research output is to be published on JETRO's website or other media.

(2) Project coordination of Japanese agricultural and food product promotion

Promote Japanese food in Germany, and boost export of Japanese agricultural and food products to Germany, and provide consultation and support regarding the export of Japanese food and agricultural products from Japan.

2. Responsibilities

(1) Research

Conduct desk research, attend relevant industry events, exhibitions, and conferences, and interviews with relevant stakeholders and write articles in Japanese for JETRO Daily News. In 2023, articles published from Germany recorded approximately 150,000 views. JETRO Daily News is distributed through the JETRO website and email newsletters, reaching approximately 10,000 Japanese business executives and professionals. Native Japanese editors provide proofreading support. Information collected and analysed may also serve as reference material for Japanese government policy development and economic intelligence activities.

Priority Areas (subject to change depending on economic and political developments)

- Renewable energy, particularly hydrogen-related developments
- Decarbonization initiatives and climate-related policies
- Sustainability-related regulations and implementation trends
- Startup ecosystems, Emerging technologies and innovation trends particularly in Western Germany

(2) Information Services, and Business Support

Respond to inquiries from Japanese companies, primarily via email. In preparation for visits by Japanese companies, conduct research on market and economic developments, regulatory issues, and the latest business trends, prepare presentation materials, and deliver presentations independently as well as in cooperation with JETRO Düsseldorf's directors.

- (3) **Project coordination of Japanese agricultural and food product promotion**
Provide support for the organization and management of promotional events, including trade fair participation, business matching events, and other marketing and promotional activities. Respond to inquiries from Japanese companies regarding the export of Japanese agricultural and food products from Japan, including regulatory and market access issues.
- (4) **Seminar planning and management**
Plan and organize seminars in cooperation with JETRO Düsseldorf's directors to address the needs of Japanese companies, and make necessary arrangements.
- (5) **Support for visitors from other JETRO offices**
Coordinate itineraries and schedules of staffs from other offices visiting Germany for research purposes and arrange appointments with relevant companies and organizations in Germany.
- (6) **Administrative and General Affairs Support**
Provide support for JETRO Düsseldorf's office management and administration, including documentation, logistical arrangements, coordination activities, and other general affairs duties as required.

3. Work Location

JETRO Düsseldorf
10, Berliner Allee, 40212 Düsseldorf
The position may involve occasional business travel within Europe and to Japan.

4. Working Hours

Monday to Friday
7 hours and 45 minutes per day (excluding lunch break)

5. Contract Type

Fixed-term contract

6. Requirements

- Business-level German, English, and Japanese communication skills (both written and spoken)
- Strong interest in and willingness to continuously learn about political, economic, and business developments. Proactive earning attitude toward politics, and economics
- Intercultural communication skills
- Excellent Team player
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook)
- Basic digital literacy and the ability to use databases and business systems (e.g., Salesforce or similar CRM systems) for information management and reporting.
- Holder of a valid work and residence permit in Germany

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