

Japan National Tourism Organization (JNTO) London Office is now recruiting for the Convention Manager position.

Job Title:

Convention Manager

Salary:

£30,000 per annum + bonus

Status:

Full Time / Permanent

Overall Purpose of the Role:

The Japan National Tourism Organization (JNTO) is the official tourism promotional body for Japan.

The role of Convention Manager is to promote Japan as a business events (MICE) destination, specifically within the EMEA region.

Key tasks:

- Promote Japan as a destination for business events– including corporate meetings, incentive travel, conferences and congresses.
- Work to achieve targets individually, as part of the London Office, and as part of the global MICE team headquartered in Tokyo.
- Respond to enquiries, including from buyers, industry media and Japanese stakeholders (including regional cities, local convention bureaus, DMCs and venues).
- Proactively develop new contacts and event leads through, for example: development and implementation of JNTO projects, database research, participation in networking events, and sales calls to potential clients.
- Prepare, coordinate and deliver events, seminars, and stands at exhibitions and tradeshow.
- Manage online database platforms containing information on potential leads.
- Research trends in the local market and present the findings in regular reports.
- Write and release press release/newsletters for the target market.
- Check and occasionally translate documents (including letters and articles) released by JNTO.
- Liaise with our PR team and assist leisure market promotional activities where required
- Other general office duties and reasonable duties as allocated by the deputy directors, and the Tokyo head office.

Applicants must be able to demonstrate:

- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Core IT skills; proficiency in Microsoft Word, Excel and Power Point, and data entry skills for databases.

- Japanese speaking, listening, reading and writing skills

The following skills/experiences are preferred:

- In-depth knowledge of Japan as a travel destination
- Experience of working within the relevant industries such as meetings and events, travel, media and destination marketing

Personal style and behavior:

- Excellent interpersonal skills
- Detail-oriented and organized.
- Able to juggle multiple tasks and activities
- Self-motivated, resourceful, and adept at problem solving.
- Intuitive; can identify priorities, ask the right questions and anticipate problems before they arise.

Notes:

- The position requires travel within the UK and overseas including to Japan, other countries in Europe and the Middle East.
- The position requires attending evening events.

How to apply:

Please send your CV and a cover letter in English by email to Mr. Tatsunori Naoi (tatsunori_naoi@jnto.go.jp) with "Job application for the Convention Manager position" in the subject line.

The deadline is at 17:00, 3 July 2023(UK time). We will be contacting candidates by 7 July. Interviews and tests will follow.

JNTO London website: <https://www.japan.travel/en/uk/>

JNTO Meetings & Events website: <https://www.japanmeetings.org/>

Please note that in line with the requirements of the Asylum & Immigration Act 1996, all applicants must be eligible to live and work in the UK. Documented evidence of eligibility may be required from candidates as part of the recruitment process. We cannot offer visa support.