

**Japan National Tourism Organization (JNTO)** was established in 1964 as a statutory organization by law under the direction of the Ministry of Land, Infrastructure, Transport and Tourism in Japan. We aim to enhance the destination image of Japan and attract overseas visitors to Japan. We are engaged in various promotional activities as well as market researches. We are now looking for a highly-motivated staff for the following position:

## Marketing Officer, Marketing and Trade Development

### DUTIES

- Build and maintain networks with travel agencies, airlines, media, and related organizations
- Arrange appointments and conduct interviews with stakeholders
- Host seminars and deliver presentations at business meetings with local travel agencies
- Plan and implement Visit Japan promotional activities, including management and coordination of service providers
- Prepare and distribute newsletters
- Assist with social media management
- Collect market information and create internal reports
- Handle general administrative and office duties
- Ad hoc duties as assigned

### REQUIREMENTS

#### Essential

- Cantonese (Native), must be advanced proficiency in both written and spoken Japanese (Equivalent to N1), English and Mandarin
- Bachelor's degree or above
- Proficiency in Microsoft Word, Excel, and PowerPoint (business level)
- Strong information-gathering skills
- Excellent communication skills
- Ability to liaise effectively with travel agencies and airlines etc
- Capability to handle reporting, documentation, and administrative tasks
- Able to travel overseas on business trips (Macau, Japan etc.)

#### Preferred

- Experience in travel, media, or other fields related to JNTO's operations
- At least 5 years of professional work experience

## WORKING CONDITIONS

- Working days: 5 days per week (Monday–Friday)
- Working hours: 09:30 – 18:00, with a one-hour lunch break
- Working place: JNTO Hong Kong office
- Probation period: 3 months after employment
- Leave: Annual Leave (after probation period), Sick Leave, Statutory Holidays, General Holidays.
- Other conditions: Year-end payment, Overtime payment, medical insurance, MPF (Mandatory Provident Fund) will be included

Please send your application by email to: [saiyo\\_intohkg@jnto.go.jp](mailto:saiyo_intohkg@jnto.go.jp)

All personal information collected is solely used for recruitment process. Recruitment ends anytime once an appropriate applicant is hired.