

Recruitment for Full time staff

Essential Duties and Responsibilities

- Promoting Japan as a MICE destination through sales, business talks, seminars and trade fairs to MICE organizers (international headquarters, companies, travel agencies, meeting planners etc.) in the ASEAN region
- Collecting and analyzing MICE-related data & information from local travel agencies and local media to share with JNTO headquarters, and disseminating Japanese MICE-related information to them
- Supporting convention bureaus and local governments in Japan for their MICE activities
- Planning and implementing MICE strategy with JNTO headquarters
- Collecting and analyzing data & information about Singaporeans' travel to Japan
- General inquiry response
- Supporting some Leisure-market projects
- Other ad hoc duty will be assigned.

Requirements

- Diploma and above required
- Full-time work
- Have business-level skills in Word, Excel, and PowerPoint
- Have advanced Japanese ability (JLPT2 or above)
- Have basic knowledge about Japan and its tourist attractions based on your travel/study experience in Japan
- Ability to multi-task and work as a team
- Experience in MICE industry or corporate sales is preferred

Above duties and requirements are subject to change, including some supplemental additions to the above.

Expected salary \$3,000-\$4,000(negotiable) based on experience & qualification.

Remuneration will be determined according to JNTO regulations.

Interested applicants are invited to send a resume with a recent photograph and a report about Japan MICE to tetsuhiro_nakano@into.go.jp by July 16th, 2021. The theme of the report is “what you think Japan needs to do to attract more MICE events for the future after the pandemic”. Use the Microsoft Word and make it under 1page in A4 format.

We will start an interview from a resume which arrives first. Therefore, once we find an appropriate candidate for this recruitment, the application may be closed before the deadline, July 16th, 2021.

***Enquires by e-mail only.**

***Only short-listed candidates will be notified.**