

## 香港辦事處 Hong Kong Office

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**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, Digital Marketing and Trade Development

#### DUTIES

- ➔ Manage social media contents
- ➔ Assist in designing PR strategies and tourism
- ➔ Monitor market trends in Hong Kong and Macau
- ➔ Provide onsite interpretation and document translation
- ➔ Assist in fair and exhibition management, planning and coordination
- ➔ Handle administrative duties
- ➔ General affairs
- ➔ Ad hoc duties as assigned

#### REQUIREMENTS

- ➔ Must be advanced proficiency in both written and spoken Japanese (Equivalent to N1), English and Mandarin
- ➔ Preferably minimum 2 year of promotion and digital marketing experience using social media (Facebook and Instagram), office administrative work experience (experience in Japanese company preferred)
- ➔ Bachelor's degree or equivalent
- ➔ Good interpersonal and communication skills
- ➔ Able to travel overseas on business trips (Macau, Japan etc.) \*Depend on Covid-19 situation

#### WORKING CONDITIONS

- ➔ Working days: 5-days/week
- ➔ Working hours: 09:30 – 18:00 with one hour lunch break
- ➔ Working place: JNTO Hong Kong office
- ➔ Salary: 13 months
- ➔ Discretionary Bonus
- ➔ Leave: Annual leave (after 3-month probation period), sick leave and New-year special holidays
- ➔ Other conditions: Overtime payment, medical insurance and MPF will be included.

Please send your application to Ms. Yoshiko Iwamoto by post (Address: Unit 807-809, 8/F, Prosperity Millennia Plaza, 663 King's Road, North Point, Hong Kong) or via e-mail ([yoshiko\\_iwamoto@jnto.go.jp](mailto:yoshiko_iwamoto@jnto.go.jp)) by 20 Jul 2021. Applicants are required to attend an interview. All personal information collected is solely used for recruitment process. Recruitment ends anytime once an appropriate applicant is hired.