

## **Recruitment for Full time staff**

### **Essential Duties and Responsibilities**

- Administrative work for JNTO's website & Social Media
- Japanese-English Translation / interpretation, and proofreading work in English
- Information gathering through websites and Social Media
- General consumer inquiry response
- 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
- Familiar in Social Media

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

No prior experience is required.

Expected salary \$2,500-\$3,000(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 to [tetsuhiro\\_nakano@jnto.go.jp](mailto:tetsuhiro_nakano@jnto.go.jp) by February 28<sup>th</sup>, 2021.

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, February 28<sup>th</sup>, 2021.

\*Enquires by e-mail only.

\*Only short-listed candidates will be notified.