

## NOTICE OF JOB VACANCY

### JAPAN NATIONAL TOURISM ORGANIZATION (JNTO) KUALA LUMPUR OFFICE

Japan National Tourism Organization (JNTO) Kuala Lumpur Office is now recruiting for an Assistant Manager.

**1. Number of open position(s):** 1

**2. Type of employment:**

Full-time employee

Open-ended

Probation period: 3 months

**3. Position:**

Assistant Manager

**4. Job Description/Key Responsibilities:**

- Provide operational support for events such as travel seminars/ fairs and conduct presentations to showcase Japan as a travel destination when required
- Assist in implementation of digital marketing utilizing various online channels including JNTO KL official websites and social media accounts (Facebook, Instagram, YouTube)
- Support travel agencies with the planning and sales of attractive travel products by conducting joint campaigns and providing the latest information on Japan travel
- Manage databases and facilitate contact between local partners (e.g. travel agencies, influencers, media) and Japanese partners (e.g. JNTO members, governmental organization and municipality, DMOs)
- Build and maintain relationships with key contacts of media/influencers/travel industries and manage day-to-day requests for information/materials
- Gather and analyze information for market research and monthly reports

- Translate various documents and materials across multiple languages including English, Chinese or Malay and Japanese
- Serve as liaison to IT
- Provide Japan-related travel advice and recommendations at information counters set up in the office and event venues
- First point of contact for most external enquiries– on phone, email and online inquiries system – from tourists, journalists, and others
- Undertake administrative tasks as required (e.g. uploading content, producing or proofreading reports, updating KPIs, organizing brochures.) and support the work of the team
- Any other duties assigned by Executive Director

## **5. Job Requirements:**

### Basic Requirements

- Able to communicate in Intermediate to Advanced-level Japanese
- Proficiency (reading, writing, speaking) in business-level English
- Native level of Chinese language
- Minimum bachelor's degree or above in any discipline/background
- Able to work full time on weekdays, certain holidays as well as overtime (as deemed necessary).
- Able to go for and work on domestic and international business trips

### Preferred Skills/Experiences

- Experience in the travel industry, media, or other fields related to JNTO's operations
- Working experience at Japanese companies/ organizations
- Interests in marketing or travel
- Basic skills in Microsoft Word, Excel, and PowerPoint.

## **6. Work Environments:**

### Job Location:

1st Floor of Chulan Tower, 3 Jalan Conlay, 50450 Kuala Lumpur, Malaysia

\*Work from home (up to 1 day per week) available

Working Day and Time:

Monday to Friday 9:00am – 5:30pm (incl. 1 hour Lunch Time)

\*Flexible working hours available between 8:00am - 6:30pm

\*\*Occasionally working on weekends may be required and will be compensated by either replacement leave or overtime pay.

\*\*\*Overtime work may be required and will be fully paid according to Malaysian Employment Act.

#### **7. Salary and Benefits:**

Salary: Negotiable

Yearly bonus: One month's worth of salary

Social insurance: EPF, SOCSO, EIS

Medical Expense Subsidy System

Education allowance

#### **8. Recruitment Schedule:**

Accepting applications until 16<sup>th</sup> May 2025

May to June: Interview(s) and written exam

June to July: Start of work

#### **9. How to apply:**

Please submit your resume (including a recent photograph and work history) in both English and Japanese to [kanri\\_kul@jnto.go.jp](mailto:kanri_kul@jnto.go.jp).

If you have a language certificate, please also attach a copy of the certificate.

**JNTO KUALA LUMPUR OFFICIAL WEBSITE:** <https://www.japan.travel/en/my/>

**FACEBOOK:** Visit My Japan

**INSTAGRAM:** @visitmyjapan