

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 or Assistant Manager.

1. Number of open position(s): 1

2. Type of employment:

Full-time employee

Initial contract: 1 year, contracts will be renewed after the second year based on the results of personnel evaluations.

Probation period: 3 months

3. Position:

Assistant or Assistant Manager

4. Job Description/Key Responsibilities:

- Act as Information Officer
- General Affairs activities
- Assisting Promotion activities
- Assisting Marketing activities
- Assisting PR, Media-related activities
- Assisting Research activities
- Translation and Interpretation activities
- Support to Executive Director and Directors
- Ad-hoc Assignments by Executive Director and Directors

etc.

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 or Malay language
- University graduate or above
- Able to work full time (9:00-17:30) 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
- Interested in SNS/Online marketing
- Basic skills in Microsoft Word, Excel, and PowerPoint.

6. Salary, etc.:

Salary: Negotiable

Yearly bonus: One month's worth salary

Social insurance EPF, SOCSO, EIS

Medical Expense Subsidy System available

7. Recruitment Schedule:

Accepting applications until 31st July 2023

July to August: Interview(s) and written exam

August to September: Start of work

8. How to apply:

Please submit your resume (including a recent photograph and work history) in both English and Japanese, and a statement of reason for application (志望動機) to 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