



JOB OPENING

The Embassy of Switzerland in Tokyo is looking for an

Trade Officer at Swiss Business Hub Japan

Position:	Local Trade Officer
Place of employment:	Tokyo
Type of employment:	Full-time, permanent
Starting date:	Upon agreement

The Embassy of Switzerland is seeking a qualified candidate for a permanent, locally recruited position as a Trade Officer for Export Promotion from Switzerland to Japan.

The **Swiss Business Hub (SBH) Japan** (<https://www.s-ge.com/ja/sbh>) is the local representation of the official Swiss trade and investment agency, **Switzerland Global Enterprise (S-GE)**. The SBH Japan is a section of the Swiss Embassy in Tokyo and the official representative of S-GE in the Japanese Market. The SBH Japan supports Swiss companies in developing the Japanese market (export promotion), promotes Switzerland in Japan as an attractive business location for investments (investment promotion) and facilitates R+D collaborations between Swiss innovation parks and Japanese conglomerates (innovation promotion).

As a Trade Officer, you will play a crucial role in facilitating market entry and expansion efforts of Swiss companies in Japan.

Key Responsibilities

- Provide expert guidance and assistance to Swiss companies seeking to enter, establish or grow in the Japanese market.
 - Provide industry-specific coaching to clientele.
 - Identify issues and form hypothesis and solutions.
 - Brainstorm strategies for growth, positive change and improvement.
 - Solve problems through helpful recommendations and practical suggestions.
- Lead and execute client projects, including managing events, study trips and fact-finding missions for individual companies or groups such as industry associations and regional economic development organizations.
- Conduct comprehensive market research, competitive analyses, and customer assessments.

- Organize and oversee meetings and events for individual Swiss companies, industry associations, and trade missions.
- Cultivate and expand a network of industry professionals and commercial partners.
- Represent SBH by attending meetings and events in Switzerland and Japan as both a visitor and speaker.
- Coordinate the planning and execution of Swiss pavilions at major trade shows in Japan, collaborating with internal and external stakeholders.
- Manage office operations and administrative tasks related to export promotion projects.
- Attend conferences, seminars, trade fairs throughout Japan.
- Produce reports to identify and capitalize on business opportunities for Swiss companies.
- Provide translation and interpretation services (Japanese/English).
- Undertake additional duties as required by SBH or the embassy.

Essential Qualifications, Skills and Experiences

- Bachelor's degree
- Minimum of 5 years' experience in an international organization
- Excellent command/highly proficient in Japanese (written and spoken)
- Excellent command/highly proficient in English (written and spoken)
- Working knowledge of German, French or Italian is advantageous.
- Thorough understanding of the Japanese business landscape, culture and practices.
- Strong consulting and project management skills across various industry sectors.
- Strong interpersonal, communication, presentation, public speaking and networking skills
- Ability to multitask, manage priorities, budgets, and deadlines effectively.
- Excellent organizational skills with attention to details
- Willingness to occasionally work overtime and travel domestically and internationally.
- Adaptability, proactiveness, and a customer-centric approach to intercultural interactions.
- Self-motivated individual with strong teamwork skills.
- Proficient in IT-tools; Microsoft Office, CRM and web marketing tools.
- Readiness to bear individual responsibility for results.

We offer

- Motivating, dynamic, multicultural work environment in an Embassy
- Business travelling once or twice a year to Switzerland and regularly within Japan
- Compensation commensurate with experience and responsibilities in a diplomatic setting (non-profit)
- 20-day vacation, 16-day holidays and sick leave
- Competitive benefit package including Social Insurance: a) Employee's Pension Insurance, b) Health Insurance, c) Children's Welfare Insurance (when applicable) and Labor Insurance: d) Workman's Accident Compensation Insurance, e) Unemployment Insurance.
- Continuing skill development and learning possibilities.

- Emphasis on work-life balance and an inclusive workplace culture.

Position: Local Trade Officer

Type of employment: Full-time, permanent

Working hours per week: 40

Place of employment: Embassy of Switzerland, 5-9-12, Minami Azabu, Minato-ku Tokyo 106-8589

Starting date: Upon agreement

Deadline for application: 31 May 2024 COB by e-mail

Application and recruitment process

To apply for the position, please send by 31 May 2024 COB your CV together with your motivation letter in an electronic form to:

Swiss Business Hub Japan

tokyo.sbhjapan@eda.admin.ch

Embassy of Switzerland
5-9-12 Minami-Azabu, Minato-ku, Tokyo 106-8589, Japan

<http://www.eda.admin.ch/tokyo>

<https://www.s-ge.com/en/company/swiss-business-hub-japan>

<https://www.linkedin.com/company/swiss-business-hub-japan/>

