

## **Recruitment for Full time staff**

### **Essential Duties and Responsibilities**

- Marketing and research on outbound tourism to Japan.
- News updates on JNTO website and contents management.
- Provide tourism information to public, including those coming to our office.
- Establish good business relationships between travel agents, media and supporting members of JNTO.
- Carry out timely related tasks instructed by our HQ in Japan or help our home staffs do so.
- Administration.
- Other ad hoc duty will be assigned.

### **Requirements**

- Proficient in Japanese to liaise with our HQ in Japan.
- Have basic knowledge about Japan and its tourist attractions.
- Ability to multi-task and work under pressure. Efficiency in work.
- 5 years of work experience that include Public Relation / Marketing.
- Familiar in SNS.

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

Based on your work experience, remuneration will be determined according to JNTO regulations.

We value those who respect long-term employment.

Interested applicants are invited to send a comprehensive resume with a recent photograph to [toshinori\\_yamada@into.go.jp](mailto:toshinori_yamada@into.go.jp).

\*Enquires by e-mail only.

\*Only short-listed candidates will be notified.