

Recruitment for Full time staff

Essential Duties and Responsibilities

- News updates on JNTO website and contents management.
- Organize brochures and provide tourism information to public.
- Establish good business relationships between travel agents, media and supporting members of JNTO.
- Office Administration.
- Other ad hoc duty will be assigned.

Requirements

- Diploma and above required.
- Japanese is not required but will be an advantage.
- 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 SNS.

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

No prior experience is required.

Expected salary \$2,000-2,500(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 toshinori_yamada@jnto.go.jp.

*Enquires by e-mail only.

*Only short-listed candidates will be notified.