



Office of the Executive Director (OED) Assistant "NEW"

Job Information

Hiring Company

[International Tropical Timber Organization \(ITTO\)](#)

Job ID

1511986

Industry

Other

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Kanagawa Prefecture, Yokohama-shi Nishi-ku

Train Description

Minatomirai Line Station

Salary

7 million yen ~ Negotiable, based on experience

Work Hours

9:30-17:45

Holidays

Saturday, Sunday, Japanese holidays/Christmas/Muslim holidays

Refreshed

February 6th, 2025 09:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Office of the Executive Director (OED) Assistant

The vacant position is as below:

Level(Grade):GS5

Duty Station:

International Organizations Center 5F Pacifico-Yokohama, 1-1-1 Minato-mirai, Nishi-ku, Yokohama, Japan

Date of Entry on Duty:

1 March 2025~

Duration of Assignment:

Fixed term one year renewable contract thereafter

Deadline for application: 24 January 2025

▽ **DUTIES AND RESPONSIBILITIES** ▽

Under the direction and supervision of the Executive Director:

- Provide a broad variety of administrative tasks that include drafting and preparing official correspondence, managing the Executive Director's schedule, completing expense claims/reports, arranging detailed travel plans, itineraries and agendas and compiling documents for meetings;
- Manage the Executive Director's appointment schedule and calendar by planning and scheduling business and personal meetings, conferences, teleconferences, as well as coordinating and booking travel arrangements;
- Support the Executive Director in preparing for meetings including preparation of meeting materials, drafting notes/minutes at physical/virtual meetings, monitor meeting progress, conduct follow-up as necessary and draft necessary correspondence;
- Remind and keep the Executive Director well informed of upcoming commitments and responsibilities and following up appropriately;
- Be attentive to daily mail/e-mails addressed to the Executive Director/Office of the Executive Director, alert the Executive Director promptly on matters needing immediate attention, and file appropriate documents accordingly;
- Manage timely communications going from the Office of the Executive Director upon instructions from the Executive Director;
- Answer and direct phone calls, and appropriately relay important information promptly and effectively;
- Welcome expected visitors and for unexpected visitors, identify the purpose of their visit before directing them to the Executive Director or other relevant division;
- Manage sensitive matters with total confidentiality and discretion;
- Assist in the administration of personnel/human resource matters;
- Conduct necessary research into specific matters as directed by the Executive Director;
- Support the Sessions of the Council and Associated Sessions of the Committees and Working Groups; and
- Perform any other duties as may be assigned from time to time.

Required Skills

QUALIFICATIONS AND EXPERIENCE:

- Excellent verbal and written skills in English and good knowledge of verbal and written skills in Japanese.
- Must be a national of an ITTO Member Country;
- Suitable university degree;
- More than three years of relevant professional experience in assisting high management executives in other organizations;

SALARY:

ITTO offers salaries and allowances based generally on the United Nations system. Appointments are subject to the ITTO Staff Regulations and Rules.

APPLICATION:

Written applications including a cover letter explaining how the candidate meets the required qualifications and a resume should be sent no later than 24 January 2025.

Please note that only applicants who are short-listed will be contacted.

*The Executive Director reserves the right to make this appointment at a different level than advertised.

Company Description