



## 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**

April 21st, 2025 00:00

### 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**