



企業・人材誘致専門室／投資推進室 次長 Deputy Head of Business and Talent Attracti...

香港経済貿易代表部での募集です。営業推進・企画のご経験のある方は歓迎です。

## Job Information

### Recruiter

JAC Recruitment Co., Ltd.

### Hiring Company

香港経済貿易代表部

### Job ID

1515062

### Industry

Other

### Company Type

International Company

### Job Type

Contract

### Location

Tokyo - 23 Wards

### Salary

6 million yen ~ 9 million yen

### Work Hours

09:30 ~ 18:30

### Holidays

【有給休暇】有給休暇は入社後2ヶ月目から付与されます 入社7ヶ月目には最低10日以上付与されます 【休日】完全週休二日制 土 ...

### Refreshed

January 9th, 2025 16:52

## General Requirements

### Career Level

Mid Career

### Minimum English Level

Fluent

### Minimum Japanese Level

Native

### Minimum Education Level

Bachelor's Degree

### Visa Status

Permission to work in Japan required

## Job Description

【求人No NJB2160839】

<Job summary>

Reporting to the Head of Business and Talent Attraction / Investment Promotion Deputy Head of Business and Talent Attraction / Investment Promotion (Tokyo) will be responsible for identifying attracting and supporting companies to set up or expand in Hong Kong by engaging in strategic planning and execution of investment promotion activities visits to top level

executives of leading companies and providing assistance to potential investors in Japan. Maybe required to travel.

#### <Responsibilities>

- ・ Support the Head of Business and Talent Attraction / Investment Promotion in driving the promotion work for inward investment to Hong Kong in the geographic markets under the purview of HKETO as well as the HKETO in Tokyo on talent attraction
- ・ Assist in implementing the annual geographic business plan for promoting inward investment to Hong Kong
- ・ Devise the list of target companies in particular in priority sectors as identified by the Invest Hong Kong Head Office and those that can create valued employment in Hong Kong
- ・ Proactively reach out to target companies via conducting marketing activities and promotional campaigns as well as individual company visits and to provide timely advice and practical assistance to potential investors
- ・ Organise and support investment promotion visits by sector teams and directorate from Invest Hong Kong Head Office
- ・ Develop links and networks with business multiplier organisations and identify opportunities that can help raise the profile of Hong Kong and Invest Hong Kong
- ・ Collect market intelligence and information on the sectors of interest
- ・ Proof read translated investment promotion materials and create Japanese investment promotion materials for Japanese investors
- ・ Maintain proper records of the contacts and leads generated as well as the aforementioned activities via various means including CRM emails and file record
- ・ Support HKETO activities as and when required

#### Required Skills

##### <Entry Requirements>

- ・ University degree or above preferably in Business Administration Finance Economics or International Marketing. A higher degree would be an advantage
- ・ Minimum 5 years of international sales and/or business development experience preferably in the fintech or medical device/healthcare industry at a managerial position. Experience of living and/or doing business in Hong Kong would be an advantage
- ・ Excellent presentation and communication skills in English and Japanese with English proficiency equivalent to TOEIC 850 or IELTS 7.0. Japanese proficiency equivalent to JLPT N1 is preferred for non native speakers of Japanese (please send a photocopy of the relevant certificate (s) together with CVs)
- ・ Relevant work experience in Japan and broad knowledge of the Japanese economy corporate operations and culture
- ・ Willing to travel within the area under the Tokyo HKETO's purview in Japan
- ・ Candidate must be eligible to take up employment in Japan without arrangement of work visa by the employer

#### Company Description

<香港特別行政区政府 駐東京経済貿易代表部>香港特別行政区政府の駐日代表機関として、駐東京香港経済貿易代表部は主として日本における香港の経済・貿易面での利益を推進し、広く香港についての理解を促進する役割を担っています。当代表部は、同じく日本に事務所を持つ香港貿易発展局や香港政府観光局をはじめとした香港関連機関と緊密に連携しています。当代表部は、香港に興味を持つ日本の皆様や諸団体に対する中心的な窓口となっています。日本において各種PR・文化活動を組織するほか、日本および香港の要人や代表団が両地を訪問する場合の支援を行っています。広報グループは、香港での様々な出来事や情勢についての一般の皆様からの問い合わせに対応しています。また、日本の報道機関と緊密な連絡を保ち、香港の最新情報を提供するとともに、香港への取材旅行の便宜を図っています。一方、当代表部の投資推進室（インベスト香港）は、香港での事業機会に興味を持つ日本の投資家の皆様に対し、支援を提供しています。日本の企業に香港の投資環境についての情報を提供することで連絡を密に保ち、日本企業による香港での投資活動の便宜を図ります。また2003年3月以降、当代表部の担当範囲が拡大され、韓国も含まれるようになりました。2022年12月には当代表部の下に「企業・人材誘致専門チーム」が設置され、香港の経済発展に弾みをつけるべく、ターゲットとなる企業や人材に積極的に働きかけ、香港に進出し成長を追求するよう促しています。同チームはまた、香港の人材プールの充実を図るため、世界のトップ100大学と連絡を取り、関連する人材受け入れ制度をPRしています。