



TRADE OFFICER ECONOMIC AFFAIRS

Work for the Dutch Embassy!

Job Information

Hiring Company

Embassy of the Kingdom of the Netherlands in Tokyo

Job ID

1528080

Industry

Other

Company Type

International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Contract

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Hibiya Line, Kamiyacho Station

Salary

Negotiable, based on experience

Work Hours

37,5 hours per week

Refreshed

April 22nd, 2025 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Other Language

Dutch

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

VACANCY: TRADE OFFICER ECONOMIC AFFAIRS

EMBASSY OF THE KINGDOM OF THE NETHERLANDS IN JAPAN

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Trade Officer

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The Embassy of the Kingdom of the Netherlands in Japan is looking for a new Trade Officer Economic Affairs.

SPECIFIC INFORMATION

The trade officer supports the implementation of the mission's plans, and reports to the relevant section head or the party responsible at ministry headquarters. The trade officer selects and presents the correct information from various sources, contributing to the provision of high-quality policy advice. The trade officer has a good network both in Japan and the Netherlands, actively shares knowledge, information and ideas, and is a visible presence both within the organisation and outside the mission. The trade officer understands that keeping customers/contacts satisfied is an important component of the policy implementation process. The trade officer provides logistical-administrative support and is actively involved in organising and preparing meetings/conferences/incoming and outgoing missions. They proactively provide input and ideas about relevant developments and contribute to solutions. They are not afraid to take a critical perspective, are able to draw connections between projects and issues/challenges, and are able to approach issues from various angles.

- The trade officer is expected to successfully promote and broker trade between Dutch and Japanese businesses and relevant organizations by organizing business promotion events, network events, visits of (high-level) government officials and experts, matchmaking and participation in fairs.
- The officer assists companies and makes a special effort towards small and medium sized enterprises, both those entering the Japanese market and those already active are supported by the trade officer to make their (first) steps into the Japanese market.
- The officer will contribute to information gathering and sharing by answering commercial and trade questions, proactively collect and analyse data and information on activities in the sectors under his/her responsibility and remain up to speed on economic and societal trends both in the Netherlands and in Japan. The officer is expected to be able to present in front of (large) groups of diverse representation.
- The officer is able to independently build an extensive network in Japan and the Netherlands of business people, governmental decision-makers and other relevant organizations. Using this network, the officer can identify opportunities and generate leads for collaboration between Dutch and Japanese companies.
- The officer is expected to develop successful branding strategies to promote the Netherlands as an outstanding high-tech country in Japan.

RESULT AREAS AND RESULTS

- Meetings/incoming and outgoing missions/products are arranged in accordance with relevant time-, quality- and budget-based agreements.
- Enquiries are handled and coordinated effectively and in good time.
- Contributions to products, analyses, overviews, etc. are submitted on time.
- Processes are followed in accordance with the applicable frameworks/procedures/agreements/protocols.
- Internal and external sources are used efficiently and effectively.
- The policy support officer is able to build, maintain and use a relevant network.
- Systems/records are kept in good order.
- Signals are picked up in good time, and reminders are sent promptly.
- The policy support officer proactively shares their knowledge.
- Good cooperation with all relevant staff in Tokyo, Osaka and stakeholders in The Netherlands.

TASKS

- Trade promotion activities: handle trade questions from Dutch and Japanese companies; give advice to Dutch companies who want to set up business in Japan; bring Dutch and Japanese companies together; organise and participate in events, such as seminars and fairs, public diplomacy and Netherlands branding in the field of trade promotion;
- Economic reporting and information gathering: collect information and report to the Embassy on the business environment, rules and regulations and business opportunities in Japan;
- Prepare, organize and report on meetings; assure and realize the follow-up;
- Maintain customer relations management (CRM) database of companies and contacts;
- Develop/expand and maintain a relevant network;
- Organise and guide incoming and outgoing (high-level) visits.

FRAMEWORK

- The trade officer is primarily responsible for providing people, businesses and institutions with information and identifying their information needs.
- The officer takes decisions about collecting, organising, contacting, correcting and processing information and about commercial and trade opportunities;
- The officer is accountable to the head of section for his/her approach to, the progress towards and quality of his/her duties.
- Embassy and ministerial policies and regulations are applicable.

CONTACTS

- With the public, to respond to information needs and answer specific questions and to present the work of the embassy;
- With business, (inter)governmental, branch organisations, education institutions and NGOs; in order to obtain and provide information on the social and business trends and gather and share commercial and trade opportunities in Japan and the Netherlands);

- With colleagues within the Economic Cluster, embassy and consulate-general and Netherlands' governmental agencies, to coordinate and exchange information.

WORK ENVIRONMENT

The Embassy of the Kingdom of the Netherlands in Tokyo has approximately 50 employees. The focus of the Embassy is on the promotion of bilateral ties and cooperation with Japan in regional and global issues. The main field is economic (trade, investments and innovation). Other fields of interest are political, defence, cultural and consular. The Embassy consists of 7 sections: (1) trade and industry, (2) innovation and academic cooperation, (3) investments, (4) agriculture, (5) public diplomacy, politics and culture, (6) defence and intelligence, and (7) consular affairs and administration. The first four sections work together in the so-called economic cluster. The embassy as such aims to work as One team in an open, creative and inclusive atmosphere. The management stimulates interactive, flexible and efficient working methods and minimizes bureaucracy and hierarchy. An attitude of taking responsibility and getting things done is leading.

The Economic Affairs Department (EA) promotes and represents the commercial, investment and trade interests of the Netherlands in Japan, in particular by supporting Dutch companies who would like to start or to extend business with Japan. Building up and maintaining a network of contact in business, government and social organisations is key for successfully supporting Dutch companies.

The EA includes three local trade officers, one diplomat policy officer, one office manager and is headed by the EA Counsellor.

STAFF MEMBER PROFILE

The trade officer EA is a flexible, service-minded, pro-active and responsible person and is able to manage different tasks at the same time. The officer can carry out duties independently in a timely, accurate and careful manner and is a team-player at the same time. A cooperative and collegial attitude is key. The officer has excellent social, emphatic and communicative skills, is a good networker, and has high standards regarding quality and integrity. The trade officer is internationally oriented and corresponding work experience.

The embassy regular organises events outside of official office hours. This requires flexibility from the trade officer with regard to working hours. Overtime is compensated in the form of extra time off (within a given period of time).

OTHER INFORMATION

Extra administrative responsibilities

- Take care of the operational management of the Customer Relationship Management Systems (Key user);
- The officer will also be responsible for coordinating the Business Partner Scan service that the Embassy offers in cooperation with the Dutch Enterprise Agency.
- The officer is also expected to dedicate some time to (ancillary) activities that contribute to the greater good of the embassy in general.

CONDITION OF EMPLOYMENT

- Gross salary is between JPY 547,989 and JPY 821,983, depending on relevant experience, qualifications, etc.
- Benefits are according the local staff regulations of the Embassy of the Kingdom of the Netherlands.
- Working hours: 37,5 hours per week
- The selected candidates will be offered a one year contract with possibility of yearly extensions.

Required Skills

KNOWLEDGE AND SKILL REQUIREMENTS

- Knowledge of the field of work concerned/ministry policy
- Knowledge of the rules, regulations and developments related to the field of work
- General understanding of communications and public information
- Skilled in dealing with external parties both in person and in writing
- Skilled in analysing questions and responding to them orally and in writing
- Skilled in identifying and analysing developments and problems
- Skilled in preparing/coordinating meetings/incoming and outgoing missions/products
- Skilled in drawing up advisory reports, memos, etc. and developing products with a process-based approach
- Knowledge of ICT systems
- Knowledge of economics and particularly of the business environment in the Netherlands and Japan

COMPETENCES

- The staff member is customer-oriented.
- The staff member has analytical skills.
- The staff member is able to network.
- The staff member is flexible.
- The staff member is able to anticipate requirements.
- The staff member can work well with others.
- The staff member can plan and organise.

LEVEL OF EDUCATION / ADDITIONAL TRAINING AND KNOWLEDGE

- Cognitive and other work-related abilities: (Post) graduate university degree or comparable level

- Level of experience: At least 3 years of relevant work experience, preferably in the field of trade promotion
- Fluency in English (written, reading and speaking)
- Fluency in Japanese (written, reading and speaking)
- Knowledge of the Dutch language is a (strong) plus

When composing teams and hiring new talent, we strive for diversity in terms of age, gender (identity), culture, religion, background, sexual orientation, disability, knowledge and competencies, among other things.

Company Description