



March 14, 2022

## Events and Operations Manager

### **[Work Type]**

Part-time / Experienced

### **[Salary]**

JPY 2,000 per hour, 24 hours a week, commuting cost up to JPY 20,000/month

### **[Requirements]**

- Japanese: Business level
- English: Business level
- Must currently reside in Japan

### **[Place of Employment]**

Tokyo, Japan

### **[Start]**

As soon as possible

## **DESCRIPTION**

Job Description: Events and Operations Manager

Events and Operations Manager will report to the Executive Director (ED) and will be responsible for the following areas:

### KEY RESPONSIBILITIES

Arranging and supervising events

Managing membership data

Answering e-mail inquiries

Supporting ED in communication with committees

Translation and proofreading as required

Website and social media updates as required

### Event Coordinations

In collaboration with the Events Committee and Executive Director, manage all aspects of events organization.

Book venues and catering services and communicate with the stakeholders

Market upcoming events through website, social media, and via email

Responsible for money, receipts and invoices in relation to functions

Coordinate speaker and emcee event flow logistics

Ensure each event runs smoothly, ensuring that key times are followed as closely as possible

Seek to give the highest level of customer service at all events



#### Operations

Regularly update bankbooks and record all transactions except for monthly payments payroll details

Issue invoices for events, membership and advertising in a timely manner

Support the ED in preparing contacts for outstanding event, membership and advertising invoices

Prepare accordingly for monthly payments, follow up with outstanding accounts receivable as required

#### Membership

Membership liaison and database management

Provide new members with a welcome kit, receipt for payment, directory and Chamber information

Arrange new members' details to be included in the new member section of the magazine

#### **[Qualifications]**

Japanese (Business level) who must currently reside in Japan and is able to commute to the CCCJ Office in Tokyo

English (Business level)

Strong understanding and experience of Japanese business culture

Knowledge and/or interest in Canada and business in Canada

#### **[Desired skills and experience]**

Strong relationship building and interpersonal skills

Superior organizational skills

Enthusiasm and a positive attitude, ability to maintain grace under pressure

Excellent verbal and written communication skills and superior customer-service oriented skills

Demonstrated ability to work in a small team setting with limited resources

Ability to work early mornings and/or evening, and weekend when required is essential

Occasional travel within Kanto region when required

#### **[Type of Contract]**

Renewable two year fixed term contract, a potential to develop into full time

#### **[Working Conditions]**

Working hours, Rest days, Paid leaves, Social insurances and other working conditions are subject to the Japanese labor laws

No relocation allowance is provided upon hiring

The CCCJ does not sponsor any visa.