



The Embassy of the Kingdom of the Netherlands in Japan is looking for an

Office & Event Manager Economic Affairs

Full-time (37.5 hrs/week)

We are looking for an energetic, flexible and creative team-player with an open-mind, who is service-oriented, efficient and eager to learn new things. The Embassy is in the process of adopting the principles of Smart Working, and we would like you to play an active role in this process.

Details about salary and other benefits are available upon request.

As the Office & Event Manager of the Economic Affairs team, you have two main duties:

1) Event Management:

Planning, preparing and executing organizational tasks with regards to internal and external EA-related events (which sometimes requires that you are able to work flexible hours), such as:

- seminars and conferences,
- lectures and panel discussions,
- working visits, and
- incoming and outgoing missions.

2) Office Management:

- keeping the calendar of the Economic Affairs team up to date, making appointments,
- preparing letters, managing incoming and outgoing mail,
- keeping the contact database up to date, drafting minutes of meetings,
- processing administrative documents related to duty travel and representation.

In order to execute these duties well, you require the following competences and knowledge:

- Cooperative mindset: you will need to work closely with colleagues from all Embassy sections, as well as with a host of external contacts, ranging from ministries (both in Tokyo and in The Hague) and other government institutions to Dutch and Japanese companies, non-for-profit organizations and other Embassies.
- Communicative skills: you communicate easily and efficiently and know how to operate social media.
- Language: you are fluent in (both oral and written) Japanese and English. Command of Dutch is a great asset. You will be asked occasionally to translate documents, correspondence and other information from Japanese to English or Dutch and vice versa. In rare instances, you might also be asked to perform simple interpretation tasks.
- IT: you are proficient in using MS Office and can adequately set up and utilize equipment used in conferences, such as beamers, microphones etc.

The Embassy of the Netherlands has approximately 40 employees. The focus of the Embassy is the promotion of bilateral ties, especially in the economic field. You will work in the Economic Affairs team, which consists of eight persons. This team works closely together with the teams for Innovation, Agriculture and Investment. Other sections in the Embassy with which you will work together are: Administration & Consular Affairs, Politics, Public Diplomacy, Press & Culture, and Defense.

To apply for this position, your application letter of max. 1 A4 plus CV must be received by 28 May 2017. Please be clear and specific regarding your work experience, education and language skills. Email your application to tok-ea@minbuza.nl stating under subject: Vacancy TOK-EA May 2017.

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