



EUROPEAN BUSINESS COUNCIL IN JAPAN
THE EUROPEAN (EU) CHAMBER OF COMMERCE IN JAPAN

JOB OPENING

The European Business Council (EBC) is the trade policy arm of 16 European National Chamber of Commerce and Business Associations in Japan. It is working to improve the trade and investment environment for 2.500+ European companies in Japan since 1972.

As part of a succession plan, we are currently seeking at the earliest possible opportunity an

EXECUTIVE DIRECTOR

Role description :

The Executive Director should have extensive policymaking, managerial and communication skills backed with leadership experience and a thorough knowledge of Japanese and EU policy issues. The position requires networking and interpersonal skills as well as excellent analytical and writing proficiency. The successful candidate will work closely with the EBC Chairman and EBC governing bodies and committees while managing the EBC office and staff. The position requires a have high-level spoken and written language expertise in both English and Japanese, and to be a self-starter.

Overview of Responsibilities:

The Executive Director has responsibility for managing the overall EBC strategy implementation and operations. The Executive Director will also assure to establish and maintain professionalism of the EBC by developing and implementing EBC administration, policies and relationships with the affiliated Chambers of Commerce, EBC Committees, the EU Delegation in Tokyo, EU-related authorities and federations in Brussels, Japanese Government & Ministries, and all other relevant parties.

The Executive Director coordinates the activities of the EBC's governing bodies and assures the efficiency and productivity of the EBC approved budget. The Executive Director is also responsible for staff and office management and for ensuring good communications with the Presidents and Executive Directors of the National Chambers of Commerce, local Government Ministries, EU Delegation, European National Embassies and the EU-Japan Centre for Industrial Cooperation.

The interested candidates are kindly requested to send their resume in English language accompanied by an introduction letter that explains the reasons for the application to:

European Business Council in Japan
Attn. Mr Michael Mroczek (Chairman)
michael.mroczek@okunolaw.com

The deadline for the receipt of the applications is the close of business of Friday November 29, 2019. The shortlisted candidates shall be invited for interviews afterwards.

EBC is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, colour, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression.