

Vacancies Available

Executive Director One post

- Job Description** 1. To implement business plans
2. To manage administrative affairs
- Qualifications** 1. Indian Graduate with English and Japanese language proficiency
2. Experienced in managing public institution at professional level
3. Computer proficiency especially in Microsoft Office/internet/email etc
4. Atleast 10 years residency in Japan
- Age** : 40-55 years
- Working Hours** : Mon to Friday 10 AM to 6.15 PM with one hour lunch time
- Other rules** : As per Japanese standard employment practice
- Place of Work** : Yokohama Office

Office Assistants (Two posts) (One Japanese and One Indian)

- Job Description** 1. Microsoft Office proficiency
2. To initiate/carry out all documentations of the Chamber's business
3. Prepare and maintain minutes of meetings and attendance lists
4. Regularly review and update website
5. All clerical and secretarial duties assigned by Executive Director
- Qualifications** 1. University Graduate with English/Japanese language proficiency
2. Experience of having worked in Chamber work/Indo-Japanese work
3. Computer proficiency especially in Microsoft Office/internet/email etc
- Age** : Less than 40 years
- Working Hours** : Mon to Friday 9.15 AM to 6.15 PM with one hour lunch time
- Other rules** : As per Japanese standard employment practice
- Place of Work** : Yokohama Office