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S.H. INDIAN MERCHANTS ASSOCIATION OF YOKOHAMA
The Indian Chamber of Commerce and Industry Japan Tokyo

Vacancies available

Executive Director One post

Job Description	<ol style="list-style-type: none">1. To implement business plans2. To manage administrative affairs
Qualifications	<ol style="list-style-type: none">1. Indian Graduate with English and Japanese language proficiency2. Experienced in managing public institution at professional level3. Computer proficiency especially in Microsoft Office/internet/email etc4. 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	<ol style="list-style-type: none">1. Microsoft Office proficiency2. To initiate/carry out all documentations of the Chamber's business3. Prepare and maintain minutes of meetings and attendance lists4. Regularly review and update website5. All clerical and secretarial duties assigned by Executive Director
Qualifications	<ol style="list-style-type: none">1. University Graduate with English/Japanese language proficiency2. Experience of having worked in Chamber work/Indo-Japanese work3. 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