

Tokyo, 9 October 2018

## FCCJ is recruiting a new Executive Director

*The Finnish Chamber of Commerce in Japan (FCCJ) was established in 1999 and is approved by the Ministry of Trade and Industry in Japan. The main purpose of FCCJ is to promote trade and economic exchange between Japan and Finland. FCCJ is a non-profit organization operated by annual membership fees and proceeds from advertising related to the publishing activities. The main part of the membership corps consists of Finnish companies established in Japan and Japanese companies having, or aiming at business with Finland.*

The Board of Directors of the FCCJ is now recruiting an Executive Director to manage the daily operations of the FCCJ office and all the chamber's activities from 1 March 2019. Note that this is not necessarily a full time position and could also be handled on a consultancy basis.

### Profile

What we are looking for:

- a. A professional business person with sufficient experience in Japan.
- b. Top communication skills and fluency in both written and spoken English and speak Japanese at least on a business conversation level. You are able to use both languages for communicating with members directly. Finnish language knowledge is an advantage but not a requirement.
- c. Ability to independently manage the administration of FCCJ's office while at the same time be able to arrange management-level meetings with member firms and other stakeholders.
- d. Self-sufficient, manage all kinds of tasks from copying to CEO/ministerial visit support.
- e. Excellent IT skills incl. Social Media platforms and a flair for marketing and attention to detail.
- f. Flexibility to work in the evenings (events and board meetings) and occasionally on weekends.

### Responsibilities

The Executive Director will be in charge of the daily operations of the FCCJ. Main areas of responsibility include:

- a. Administration – maintain membership database and manage budgets, invoicing, accounting, banking, etc. as well as preparations and reporting for Board and ExCom meetings and for the Annual General Assembly.
- b. Communication – develop, produce and manage FCCJ's email newsletters, website, social media, etc.
- c. Membership – retain current and recruit new members, incl. premium members.
- d. Services and operational tasks – innovative planning, organizing and manage events including joint events with other chambers. General consultations and advisory services to our members.
- e. Manage and coordinate committees and relationships with our stakeholders – our members, but also other chambers, Business Finland, the Embassy of Finland, the European Business Council, etc..
- f. Regularly get feedback from members and develop new services and activities to suit the needs of the members and benchmark FCCJ offerings with other organizations.

To apply for this position, please email your CV and a cover letter in English introducing yourself and explaining why you would be the right person to lead the FCCJ office.

Send your application at the latest by **31 October 2018** to [recruit@fcc.or.jp](mailto:recruit@fcc.or.jp) with "FCCJ ED Position" in the Subject line.