



Consulate Job Alert: Junior Project Manager for Innovation & Startups

As Japan's first Consulate with focus on Science Diplomacy, the Consulate of Switzerland in Osaka, Swissnex in Japan, connects Switzerland, Japan and the world in education, research, and innovation. Officially opened in September 2023, the new Consulate is looking for an outgoing, creative individual with an affinity for science & entrepreneurship and outstanding organizational and social skills to join its dynamic team.

- Starting date: Immediately
- Location: Consulate of Switzerland in Osaka, Japan
- Full-time one-year contract

As **Junior Project Manager** at Swissnex in Japan, you will act as a connector between people and ideas. You will prepare and execute activities and events in the exciting world of startups, innovation, and technology. This unique opportunity will allow you to take a deep dive into emerging trends while gaining real-world experience at an official representation of Switzerland in one of the most dynamic regions of the world. We are looking for a bright, self-driven, and ambitious team player with exceptional organizational and communication skills. The ideal candidate can work across disciplines, can embrace change, and is ready to help us bring Swiss excellence to the next level. You will be joining a dynamic team and working in an international and collaborative environment at the Consulate.

Mission:

- **Event and Project Management:** Plan and execute in-house as well as external activities and events, including logistics, fundraising, and editing of reports.
- **Startup Relations:** Promotion of our startup programs, including the collection of success stories.
- **Communications:** Project-related and general communications.
- **Research:** Identify trends in science, technology, and innovation; edit reports.
- **Networking:** Cultivate a network of partners. Attend relevant events and conferences.
- Other duties as assigned (e.g., support the team with special events and delegation visits)

Skills and Requirements:

- Bachelor's or Master's degree, background in Hospitality/Business highly welcomed.
- Excellent command of written and spoken English; Business Japanese a big plus.
- Excellent problem-solving and team-playing skills, as well as proactive, independent and self-motivated with strong social skills and attention to details.
- Computer literacy (Mac OS, MS Office, Google Suite, Zoho, Zoom, Social Media, etc.).
- Interest in innovation, startups, science, art & digital world as well as in Switzerland & Japan.

Benefits:

- 20-day vacation, designated holidays, and sick leave
- Competitive benefit package including social insurance.
- Continuing education possibilities

General Conditions:

- Must be a Swiss citizen, a Japanese citizen, or a legal resident of Japan.
- Relocation & accommodation will not be covered (local employment conditions).

Did we raise your interest? Then we look forward to hearing more about you!
Please send your full application soon to this [LINK](#) (job call is open until filled).

- CV/resume and a letter of motivation
- Copies of recommendation letters, work certificates and university diplomas, including transcript of records