

Consulate of Switzerland in Osaka

Consulate Job Call: Startup & Innovation Manager

As the first Consulate in Japan with focus on science diplomacy, Swissnex in Japan connects Switzerland and Japan in education, research, and innovation. In operation since 2022, the new Consulate is looking for a fearless Startup & Innovation Manager for its Startup and Innovation team.

- Starting date: October 1, 2024 (preferably)
- Location: Consulate of Switzerland in Osaka, Swissnex in Japan
- Full-time position

Mission:

- Manage, coordinate and organize startup, innovation, and high-tech-related activities and events, including mandates, projects, fundraising, and logistics.
- Conduct research on innovation-related topics and identify new trends and developments in the fields of innovation and high-tech such as AI, robotics, quantum, spacetech, etc.
- Foster networks and relationships between Swiss and Japanese innovation ecosystems and actively support Swiss deeptech startups interested in Japan.
- Smartly drive communication between partners, sponsors, and other project stakeholders
- Proactive collaboration within the Swissnex team and Team Switzerland in Japan.

Skills and Requirements:

- Bachelor's Degree / Master's Degree
- Passionate about entrepreneurship, innovation and deeptech
- Excellent command of business **English and Japanese**.
- Familiarity with Swiss and Japanese deeptech startups and innovation networks. Existing network in the Kansai region a plus.
- Experience in project management.
- Strong organizational skills, attention to detail, commitment to excellence, passionate.
- Responsible, curious, flexible, pragmatic, forward-thinking, self-starting team-player.
- Professional appearance and demeanor suitable for outreach to and contact with C-level individuals and executives.
- Compatible with a fast-paced, deadline-oriented environment and willing to work outside office hours, for events or visiting groups.
- Computer literacy (Mac OS, MS Office, Google Suite, Zoho, Zoom, SNS, etc.).
- Interest in Switzerland and Japan.

Benefits

- 20-day vacation, 12+ national 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
- Local employment conditions. Relocation & accommodation will not be covered by the employer

Did we raise your interest? Then we look forward to hearing more about you!

Please send your full application to this [LINK](#) (swift action suggestion; open until filled)

- CV with cover letter (letter of motivation)
- Copies of letters of reference, work certificates and university diplomas, including transcript of records