

Consulate of Switzerland in Osaka

## Operations & Events Manager

<b>Starting</b>	<b>Soonest possible</b>
Workload	100%
Location	Consulate of Switzerland in Osaka – Swissnex in Japan

The new Consulate of Switzerland in Osaka is part of the global Swissnex network, which was founded on one simple idea: we connect the dots between Switzerland and the world in education, research, and innovation. Our mission is to provide a multi-faceted, transdisciplinary platform to facilitate international exchange in ideas, knowledge and talents. We operate on a non-profit, public-private partnership model, working closely with our extensive network of partners comprising of universities, research labs, innovators, startups, corporations and international organizations on fostering collaboration and ground-breaking innovation. We seek fearlessly innovative leaders and champions to generate collectively the very best outcomes in an international, highly dynamic, and most supportive team, working in a fast-paced, creative and collaborative ecosystem. The Operations & Events manager has a central role and makes sure everything works, seamlessly ... and with a wow factor.

### Responsibilities

- **Human Resources:** Draft job descriptions, conduct interviews and manage recruitments. Onboarding and welcoming experience of new team members (incl. documentation, handbooks, processes, evaluation). Observe performances of and act as mentor to the team. Process and record HR data.
- **Accounting:** Process payments and enter in the bookkeeping system. Preparation of regular financial reports and maintaining of cash controls & cost statements. Payment transactions and maintain accounts payable / receivable. Conduct year-end closure and assist on annual budget making.
- **Project Controlling:** Monitor project requests, evaluate reporting and budgeting. Manage mandates and agreements with various partners and stakeholders and keep overview including deadlines. Ensure compliance with organizational handbook and regulations.
- **Communications:** Establish and maintain social media channels and website with regular content. Produce promotional material in-house and/or with external supplier.
- **General Operations:** Develop, optimize, and streamline operational processes; oversee and ensure efficient implementation within the team. Work proactively on lean, structural improvements and innovations.
- **Events & Hospitality:** Ensure event logistics & production, smooth operations and flawless technology in coordination with project managers / external partners. This may include outsourcing certain tasks and hiring additional staffing (caterer, etc.). Maintain event-related equipment, systems, facilities, and inventories. Ensure a warm welcome for all visitors, follow registration protocols, maintain elegance for spaces, contribute to workplace innovation projects and handle community inquiries.
- **General Administration:** Provide administrative support to Consul/CEO. Help with general office tasks, including data entry and maintenance in the CRM and file server, basic IT and infrastructure, archiving, risk management, calendaring and scheduling, mail & shipping, etc.

**Consulate of Switzerland in Osaka**

**Requirements**

- Swiss or Japanese passport holder
- BA/BS; MA/MS degree, in hospitality, international relations, government OR equivalent work experience in operations / events management
- Language: Professional communication and writing skills in English and Japanese (sonkeigo proficiency required)
- Working experience in either a leadership capacity, or at least one distinct role in any of following organizations: bilateral or multilateral international institutions, nonprofit organization or government, startup or small organization. Experience with accounting, event planning/hospitality, operations and/or logistics management.
- Strong organizational and problem-solving skills: Proactive, hands-on, and pragmatic attitude to roll-up sleeves to ensure successful operations. Able to manage multiple projects in a fast-paced, deadline-oriented environment with serious attention to detail and cost effectiveness, and a commitment to excellence. Capable of thinking fast on your feet in sometimes stressful situations and responding quickly and professionally to the unexpected.
- Technical: At ease with basic IT infrastructure and other office technology management. Strong computer skills (MS Office, GoogleApps, Zoho, Zoom, etc.). Proven experience with teams and project management

**Competences**

- Learning Agility: Ability to think through problems from a fresh point of view and comfort with ambiguity and complexity. Willingness to challenge the “status quo.” Curiosity and passion for ideas. The successful candidate is passionate about being of service to the team to ensure that things work.
- Adaptability: Responds resourcefully, flexibly, and positively when faced with new challenges, transitions, and demands. Willingly and effectively deals with the stress and complexities of various situations. Moves forward productively and optimistically under conditions of change and uncertainty.
- Building relationships: Establishes and maintains strong relationships internally and externally. Relates well to management, colleagues, peers, and direct reports. Champions a caring culture of respect, diversity, and inclusion that values the unique talents, ideas, and experiences of all employees. Earns the respect of others through effective interpersonal skills, integrity, compassion, and authenticity.
- Collaboration: Models and promotes collaboration and works effectively with others across the organization to achieve goals and global opportunities. Demonstrates proficient cross company communication, cultural sensitivity, and partnership in interactions with others. Involves others in decisions and plans and credits them for their contributions and accomplishments.

**Benefits**

- A full-time position; start date adaptable.
- Compensation commensurate with experience and responsibilities in a diplomatic setting (non-profit)
- 20-day vacation, 16-day holidays and sick leave
- Competitive benefit package including Social Insurance: a) Employee's Pension Insurance, b) Health Insurance, c) Children's Welfare Insurance (when applicable) and Labor Insurance: d) Workman's Accident Compensation Insurance, e) Unemployment Insurance.



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra



JAPAN

#### Consulate of Switzerland in Osaka

- Continuing education possibilities. A platform to grow your leadership skills, professional experience, and network.
- A multicultural, creative, inspiring, and team-oriented work environment with unlimited coffee and lots of Swiss chocolate

#### General Conditions

- The conditions of employment are local (no expatriate contract).
- Costs for accommodation and traveling are to be borne by the candidate and will not be covered or reimbursed by the employer.

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

**Send your full application to this [LINK](#) – position open until filled!**

Your application must include the following documents:

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

We will reply to incoming applications in due time. No phone call inquiries please.

More details will be shared in the process of the recruitment.