

Japan-America Society of Indiana Member Job Posting

Japan-External Trade Organization (JETRO), Chicago Business Development Division, Project Coordinator (Full-time) Position Job Description and Requirements

JOB TITLE

Project Coordinator, Business Development

Status

Full time/Non-Exempt

FUNCTION

The Project Coordinator of the Business Development Department performs a variety of business development and promotional activities between U.S. and Japanese businesses, including foreign direct investment (FDI) promotion for Japan. The role includes supporting the creation of business alliances in high value-added industries such as biotechnology and advanced manufacturing, responding to public inquiries related to business and investment, and assisting or collaborating with the Director of Business Development and/or the Executive Director (hereinafter referred to as the “Executive Director and/or Director”).

The Project Coordinator also provides secretarial and administrative support to the Executive Director and/or Director. In cases where projects involve multiple departments, the Project Coordinator may be required to work under the direction of other department directors.

The Project Coordinator is responsible for identifying prospective business interests among U.S.-based companies and facilitating their activities in alignment with the office’s objectives. In addition, the Project Coordinator assists in planning, organizing, and managing various projects (e.g., seminars, conferences, business missions) to support the Business Development Department in achieving its mission.

PRIMARY JOB DUTIES

The duties listed below are the primary responsibilities for this position; however, management may assign additional related duties as needed.

1. Invest Japan Activities(FDI)

- Establish new accounts and referral partners through outreach activities such as calls, emails, trade shows, and seminars
- Maintain relationships with existing accounts and referral partners, and provide relevant services (e.g., market trends, subsidy programs, HR agency information)
- Develop and maintain business alliances in high value-added industries such as Life Sciences, Environmental Energy, IT, Services, and Advanced Manufacturing Technologies
- Devise strategies to expand accounts, strengthen collaboration, and build a supportive network
- Plan and execute seminars, exhibitions, business meetings, and lectures, and support individual projects
- Maintain client databases/CRM by updating client profiles and preparing monthly reports
- Manage the performance of outsourced lead-generation companies and agents to ensure target achievement
- Prepare and submit trend reports, media releases, newsletters, and website content related to JETRO’s trade and investment activities
- Prepare Invest Japan presentations, including data compilation and development of presentation materials

2. Promoting Japanese Business Development

- Understand Japan’s program needs and plan initiatives based on U.S. industrial and economic trends, under the direction of the Director
- Drive and facilitate collaboration between Japanese and U.S. companies, including business alliances, joint research initiatives, and business matching
- Support the U.S. market entry and expansion of Japanese startups by conducting market research, identifying partners and investors, and coordinating acceleration programs
- Provide tailored advisory support and arrange consultations with external experts as needed
- Conduct research and respond to external inquiries, handling routine matters independently
- Assist in organizing seminars, webinars, trade promotion events, and business matching activities

- Assist in organizing Japan Pavilions at trade shows

3. Inquiries and Administrative Support

- Assist in preparing media releases, newsletters, and web content, as well as business intelligence and market reports for Japanese companies
- Provide administrative support, including scheduling meetings, arranging business travel, and handling inquiries
- Keep management informed by consolidating and analyzing daily activities
- Respond promptly and appropriately to external inquiries, consulting supervisors on complex matters
- Support the department's mission by completing assigned tasks as needed
- Update professional knowledge through training and educational opportunities

QUALIFICATION

- Bachelor's degree or higher
- Must be legally authorized to work in the U.S.
- Experience in outside sales is preferred
- A valid driver's license is preferred

MINIMUM SKILLS REQUIRED

- Full professional proficiency in English (written and spoken)
- Excellent communication skills, especially in listening and writing
- Highly motivated and target-driven, with a proven track record
- Ability to create and deliver presentations tailored to audience needs
- Basic knowledge of Japan, global business, and trade/investment activities
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Strong prioritization, time management, and organizational skills
- Ability to manage multiple projects simultaneously
- Strong research and analytical skills with attention to accuracy
- Ability to proofread, edit, and summarize documents effectively
- Ability to provide high-quality client support
- Ability to organize and maintain accurate documentation
- Ability to work effectively in a multicultural environment
- Ability to develop strategies to expand networks based on market trends
- *Knowledge of Japanese language and culture is preferable, but not required
- *Position generally requires business travel, mainly during work days and hours

COMPENSATION AND BENEFITS

- \$55.2K/Year (\$4,600/Month)
- After 60 days of employment, staff is eligible to receive medical, dental and vision insurance coverage; full time staff also eligible to participate in 401(k) program.

Work Schedule and Hours

- Full-time, 5 days per week (Minimum 3 days in-office, up to 2 days remote work permitted)
- Monday to Friday, 9:00 AM - 5:00 PM (including 1 hour lunch break)

(Days Off)

- Saturdays, Sundays, and holidays as designated by JETRO

(Benefits)

- Group insurance (medical, dental, vision, and life)
- 401(k) plan

How to Apply

Please send your resume and a cover letter in PDF format to CGO@jetro.go.jp with the subject line, "Application: Business Development Project Coordinator – First_name Last_name"