

Job Vacancy: British Chamber of Commerce in Japan

Position:	Assistant Events Coordinator
Employment type	Full-time
Reports to:	Executive Director (ED)
Primary Responsibility:	Support ED with implementation of annual events plan Support ED in achieving event targets Organise and execute high-quality events and activities to support the BCCJ's mission and organisational objectives
Profile:	Exceptionally organised, professional, with excellent customer service skills, proactive at outreach & follow up, detail-oriented Native Japanese (with English ability), energetic and enthusiastic
Salary:	To be discussed
Start date:	March 2019

Overview

The British Chamber of Commerce in Japan is looking for an Assistant Events Coordinator to join our core team of three full-time staff, to deliver 40 excellent events per year. With at least two years' experience managing B2B events, you will handle BCCJ event delivery from start to finish, working closely with the ED, and BCCJ Events taskforce. As the primary point of contact for B2B events, you will coordinate with business leaders, government representatives, sales and marketing teams, external contractors and sponsors. Our ideal candidate has successfully rolled out events for 200+ attendees, and has a great deal of self-sufficiency in accomplishing his / her duties. We are seeking a positive and proactive person who can contribute to the BCCJ's energetic and nimble team. Our goal is to maintain the number of corporate events delivered by the BCCJ, across a variety of time-slots (breakfasts, lunches, seminars, and evening receptions) while responding to many, unique opportunities that Japan has to offer, in 2019 and 2020. With this in mind you are invited to develop the role outlined below.

The job

You will:

- Support ED with all aspects of event planning and production, to deliver 40 events per year, each with specific aims, objectives, and audiences
- Plan events with attention to time constraints and BCCJ reputation
- Coordinate competently with venues, vendors, guest speakers and other stakeholders (e.g. sponsors) during event planning
- Understand requirements for each event (logistics, audience building)
- Work alongside the BCCJ team to ensure all event marketing, logistics and registration information is up to date on the BCCJ website
- Create effective advertisements for each event
- Ensure standardised event procedures
- Actively support ED to achieve smooth running of all events onsite throughout the year (stage manager)
- Manage and oversee events on the day of, including event set up, final checks, tear down, problem-solving, welcoming guests, communicating with staff and follow-ups
- Act swiftly to resolve issues that may arise, related to event planning and delivery
- Track event key performance indicators, and identify items to work on for future events
- Recruit and confirm volunteers, videographer and photographer coordination, on-site event support, and other event production elements
- Work with BCCJ team to determine weekly schedule and deliver meeting recaps
- Communicate with clients in a professional manner and take minutes during event meetings (in person and via conference call)
- Assist with post event recaps and thank you letters to all vendors
- Use BCCJ systems to manage projects, e.g. admin site, Slack, Google Docs, Excel, Powerpoint, and MS Office, Dropbox.
- Plan multiple events (sometimes up to 15) at once.

Skills

- Well-organized with an ability to multi-task
- Impeccable time management skills
- Proficient in MS Office
- Proven vendor management skills
- In-depth knowledge of event best-practices
- Outstanding verbal and written communication ability
- Able to handle stress and remain calm
- Problem-solving ability
- Attention to detail
- Strong project management, customer service and relationship building skills

Qualities

- Strong written and verbal communication, able to deliver clear, concise information tailored to specific and varied business audiences
- Exceptionally detail-oriented and organized, ensuring quality and consistent output
- Ability to effectively solve problems, think creatively, make decisions and take action, exercising independent judgment
- Ability to maintain a professional and positive attitude and work independently with little guidance in a fast-paced, changing environment
- Strong work ethic, making the most of time in the office
- Flexible, Enthusiastic, Positive, Team-Oriented

Long term / future development

- Suggest event topics, based on market trends
- Research vendors for quality and cost
- Shape annual events plan alongside ED
- Negotiate with vendors to achieve favourable terms
- Anticipate and plan for different scenarios
- Create opportunities for future events during member meetings, and during events

Add a shot of enthusiasm and passion for UK-Japan relations, and you'll be our ideal candidate!

(Please email: info@bccjapan.com, with cover letter and CV, by Feb 29 1700)

About the BCCJ

Established in 1948, the British Chamber of Commerce in Japan (BCCJ, 在日英国商業会議所) is an exceptionally active and ever-expanding not-for-profit private membership organisation serving over 200 member companies. Open to members of all nationalities, we offer high-value events, productive networking and promotional opportunities, valuable information services, and access to influential institutions and individuals.

1948年に設立された在日英国商業会議所(BCCJ)は、9つのコミュニケーション・チャンネルを活用して、900以上の優秀なメンバーにサービスを提供する非常に活発で拡大を続ける民間の会員制組織です。

あらゆる国籍のメンバーを歓迎し、高価値のイベント、生産的なネットワーキングやプロモーションの機会、有益な情報サービス、影響力のある個人や機関へのアクセスを提供しています。

Our mission 使命

Our mission is to strengthen business ties between the UK and Japan, promote and support the business interests of all our members, and actively encourage new British business into the Japanese market as well as Japanese investment into the UK.

私たちの使命は、英国と日本間のビジネス連携を強化し、メンバー全員の事業利益を支援、推進し、新たな英国ビジネスを日本市場へ積極的に促すだけでなく、日本から英国への投資も促すことです。

The British Chamber of Commerce in Japan

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