

## Job Opening - JETRO Berlin (Project Manager)

The Japan External Trade Organization (JETRO), Berlin Office, is seeking to recruit a full-time National Staff member (Project Manager) as outlined below.

<b>Job Responsibilities</b>	<ul style="list-style-type: none"> <li>• Coordination with internal and external stakeholders for various projects (including individual company support, trade fairs, and events)</li> <li>• Collection and analysis of information from German media on political and economic topics, and preparation of research and analysis reports in English or Japanese</li> <li>• Support for market research activities</li> <li>• Drafting and distribution of content for newsletters and the website</li> <li>• Arrangement and coordination related to the stay of Japanese expatriate staff</li> <li>• Other duties as assigned by the JETRO Berlin Office</li> </ul>
<b>Work Location</b>	JETRO Berlin Office (Friedrichstr. 70, 10117 Berlin)
<b>Arbeitszeit</b>	<p>Monday to Friday, within the time frame of 08:00–18:15, with 7 hours and 45 minutes of actual working time per day (shift-based) (Lunch break: 12:00–13:00)</p> <p>Shift options:</p> <ol style="list-style-type: none"> <li>1. 8:00–16:45 (Lunch break 12:00–13:00)</li> <li>2. 8:30–17:15 (Lunch break 12:00–13:00)</li> <li>3. 9:00–17:45 (Lunch break 12:00–13:00)</li> <li>4. 9:30–18:15 (Lunch break 12:00–13:00)</li> </ol>
<b>Days Off</b>	Two days off per week, as well as public holidays of the State of Berlin and Japanese national holidays (approximately 15 days in total per year)
<b>Overtims</b>	Overtime work may be required during busy periods.
<b>Salary</b>	In accordance with JETRO regulations.
<b>Paid Leave</b>	24 days per year
<b>Social Insurance</b>	Social insurance coverage provided.
<b>Contract Term</b>	Until the end of March 2027
<b>Probation Period</b>	Yes (3 months)
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Native-level German proficiency; business-level Japanese and English communication skills, including the ability to prepare professional business documents in Japanese</li> <li>• Valid work and residence permit for Germany</li> <li>• Experience staying in Japan is desirable</li> <li>• Strong PC skills (Microsoft Office)</li> <li>• Willingness and ability to undertake day trips and overnight business</li> </ul>

	<p>travel (e.g. for trade fairs)</p> <ul style="list-style-type: none"> <li>• High level of autonomy and flexibility</li> <li>• Ability to perform tasks in a planned and organized manner</li> <li>• Excellent adaptability and strong teamwork skills</li> </ul>
<b>Application Documents</b>	<ul style="list-style-type: none"> <li>• Curriculum vitae (in German or Japanese)</li> <li>• Copies of university degree certificates and professional qualifications (if available)</li> <li>• Employment references or certificates (if available)</li> </ul>
<b>Application Method</b>	<p>Please combine all application documents into one single PDF file, name the file with your full name, and send it by email with the subject line  “Application – National Staff”  to the following addresses by Friday, May 22, 2026:</p> <p>Miyuki Yamada [ at ] jetro.go.jp  Hirotaka_Nakayama [ at ] jetro.go.jp</p> <p>Only applicants who pass the document screening will be contacted regarding interviews and further steps.</p>
<b>Contact Information</b>	<p>Contact persons:  Miyuki Yamada (Director), Hirotaka Nakayama (Director)  Tel.: +49-30-2094-5560  Email: Miyuki Yamada [ at ] jetro.go.jp, Hirotaka_Nakayama [ at ] jetro.go.jp  Website: <a href="http://www.jetro.go.jp/germany/">http://www.jetro.go.jp/germany/</a></p>