



Open position – possible starting date July 1st!

General Manager at the Swedish Chamber of Commerce and Industry in Japan

SCCJ and the Board of Directors are now recruiting a **General Manager** to make sure that the current 120+ corporate and individual, as well as future members are served in the best possible way. As a General Manager, you will be the “face of the SCCJ”, and responsible for driving the overall activities in the Chamber. You will work towards agreed performance and activity objectives and will directly impact the way the Chamber is performing and how it is perceived by its members.

As our GM, you will have a chance to expand your business network in the international and Japanese business environment. You will be based in Tokyo and report to the Board of Directors.

Responsibilities:

- Day to day operation of the SCCJ at the SCCJ office
- Member recruitment and retention: in close co-operation with Advisors in the Membership Committee develop and execute plans for recruitment activities, including membership fees and packages
- Plan and conduct events and member activities in close co-operation with Chamber Committees. Arrange meetings, e.g. Board meetings, General Assemblies and similar
- Handle the SCCJ financial control, reporting and budgeting

What are the qualifications required?

The right person has a passion for being in charge and taking responsibility of a membership organization, and has a strong sense of serving and supporting its members. Ability to work evenings and under tight deadlines, especially around big Chamber events and BoD meetings. Documented skills in Sales & Marketing, PR and event management would be valuable skills.

As a person, you are social and outgoing, have a strong presence and is confident, self-motivated and performance driven, communicative, well-organized and a true team player. Maturity and a professional style in all external interactions from suppliers to senior corporate executives.

A very high level of proficiency in Japanese and English, both spoken and written, is a requirement. Computer skills are a must. Experience in web site updates, social media, digital newsletter creation and a natural sense of clear and effective communication is also desirable. A four year university degree is mandatory.

Experience and knowledge about Sweden and Swedish business culture would be an advantage, or at a minimum, a strong interest to learn about it will be expected.

Are you the person we are looking for?

If you are interested in this position, please send your application, including a personal letter and your CV as soon as possible to special.projects@sccj.org. Applications will be processed during the Spring, and the ideal start date would be July 1st.

Information about the SCCJ at www.sccj.org.

Note: No telephone inquiries please. Third party recruiting inquiries will not be considered.