

Job Title: Project & Administration Assistant
Department: Intellectual Property Department
Organization: JETRO Düsseldorf
Report to: Directors, Intellectual Property

1. Job Description:

Responsibilities include assisting directors, entering accounting data using a software, assisting budget management for the department, processing bills, collecting information and statistical data related to the Intellectual Property system in Europe at the request from the superiors, drawing up documents on the Intellectual Property system in Europe at the request from the superiors, supporting the management of seminars and meetings, and other general clerical works, assisting receiving guests and telephone calls to JETRO Düsseldorf.

2. Required Skills:

- Business German, Business English, and Business Japanese (both written and spoken)
- Aggressive learning attitude towards politics and economy, new technology, intellectual property.
*Knowledge about intellectual property is not required.
- Intercultural communication skills
- Highly motivated person
- Problem solving skills
- High administrative skills
- Excellent team player
- MS Office (Word, Excel and PowerPoint) skills
- Valid work and residence permit in Germany

3. Place of Work

JETRO Düsseldorf
Berliner Allee 10, 40212 Düsseldorf

The employee agrees to be entrusted with the preparation of and participation in business trips within Europe.

4. Working Hours

7 hours 45 minutes per day with one hour lunch break from Monday to Friday

* Office closes on holidays designated by JETRO such as public holidays of Japan and NRW state. (ca. 18 days annually)

5. Others

- Temporary contract from 1st October 2025 until the end of March 2026. Up to one year and 6 months extension can be considered.

- If interested, please send a CV (English or Japanese) and employment references (if applicable) to the contact person shown below via email.

Your contact person:

Takayasu Fukui (Mr.)

JETRO Düsseldorf

Takayasu_Fukui@jetro.go.jp

TEL 0211 / 13 60 20