

**JAPAN CREATIVE CENTRE**  
**EMBASSY OF JAPAN**

4 Nassim Road Singapore 258372

Tel: 6737-0434 / Fax: 6735-3062

Position: **Project Assistant** (for Events)

- Singaporean
- At least two years of work experience
- Excellent command of English (speech writing, speaking, editing) required
- Knowledge of Japanese culture is a plus
- Japanese proficiency is a plus
- Attentive to details, a team worker
- A recognized degree or diploma or its equivalent
- PC/Internet literate (Word, Excel, Power Point)
- Experience in organizing cultural events (exhibitions, lectures, workshops, etc.)
- Overtime/weekend work shift possible

<Job Scope>

As a member of the Japan Creative Centre's Project team, you would be required to assist in matters pertaining to various events such as event set-up and dismantle, guest lists and speech writing. You would also be involved with liaising and co-coordinating between the exhibitors and communicating with the rest of the team to ensure that the objectives and desired outcome of events are met. Preparations for the events may also include photo taking, emceeing the event, reception duty and feedback consolidation. There are also regular daily duties which must be done to ensure the smooth running of the Centre.

<Salary>

Around \$ 2,000 ~ \$2,500

(Depending on the qualification and experience)

Please e-mail your resume with a recent photo & expected salary

to: [infoculture@sn.mofa.go.jp](mailto:infoculture@sn.mofa.go.jp) by **31<sup>st</sup> January 2015**.

Only short listed candidates will be notified by e-mail or telephone for an interview and examination.

<Reference>

JCC Web: <http://www.sg.emb-japan.go.jp/JCC/>

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