

香港經濟貿易代表部

企業・人材誘致専門室／投資推進室（東京）次長

様々なビジネスを行う企業やビジネスパーソンを相手とする、刺激と学びの多い仕事です

Job Information

Hiring Company

[Hong Kong Economic and Trade Office](#)

Subsidiary

香港特別行政区政府 駐東京経済貿易代表部（香港経済貿易代表部）

Job ID

1586261

Division

企業・人材誘致専門室／投資推進室

Industry

Other

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Contract

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Hanzomon Line, Kudanshita Station

Salary

6 million yen ~ 10 million yen

Salary Bonuses

Bonuses included in indicated salary.

Work Hours

9:30 - 18:30 (1 hour break) *Working hours can be negotiated.

Holidays

Saturdays, Sundays and public holidays

Refreshed

April 23rd, 2026 02:00

Application Deadline

May 15th, 2026

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description**«Job Description & Position Highlights»**

- Support Japanese companies in expanding into Hong Kong and attract investment, playing a broad role from strategy formulation to execution
- Promote international business at a government-affiliated agency, gaining significant influence and a sense of accomplishment through negotiations with senior management and involvement in market strategy
- Utilize Japanese and English to build a global network, working in an environment that allows you to deepen your expertise in investment promotion and business development
- In addition to a high salary, benefits include health insurance and 10% end-of-contract gratuity to be paid upon satisfactory completion of the employment contract, with systems in place to enable flexible work in an international environment

[Job Responsibilities]

<企業・人材誘致専門室／投資推進室（東京）次長>

<Deputy Head of Business and Talent Attraction / Investment Promotion (Tokyo)>

Reporting to the Head of Business and Talent Attraction / Investment Promotion, Deputy Head of Business and Talent Attraction / Investment Promotion (Tokyo) will be responsible for identifying, attracting and supporting companies to set up or expand in Hong Kong by engaging in strategic planning and execution of investment promotion activities, visits to top level executives of leading companies and providing assistance to potential investors in Japan. Maybe required to travel.

■Responsibilities :

- Support the Head of Business and Talent Attraction / Investment Promotion in driving the promotion work for inward investment to Hong Kong in the geographic markets under the purview of HKETO as well as the HKETO in Tokyo on talent attraction
- Assist in implementing the annual geographic business plan for promoting inward investment to Hong Kong
- Devise the list of target companies, in particular in priority sectors as identified by the Invest Hong Kong Head Office and those that can create valued employment in Hong Kong
- Proactively reach out to target companies via conducting marketing activities and promotional campaigns as well as individual company visits and to provide timely advice and practical assistance to potential investors
- Organise and support investment promotion visits by sector teams and directorate from Invest Hong Kong Head Office
- Develop links and networks with business multiplier organisations and identify opportunities that can help raise the profile of Hong Kong and Invest Hong Kong
- Provide facilitation to InvestHK's clients to expand to and connect the clients to the relevant stakeholders within the geographic markets under the purview of HKETO
- Collect market intelligence and information on the sectors of interest
- Proof read translated investment promotion materials and create Japanese investment promotion materials for Japanese investors
- Maintain proper records of the contacts and leads generated as well as the aforementioned activities via various means including CRM, emails and file record
- Support HKETO activities as and when required

■General Notes :

- This is not a post on the civil service establishment. The candidate will not be appointed on Hong Kong Special Administrative Region Government (HKSARG) civil service terms of appointment and conditions of service. He/she will not be eligible for posting, promotion or transfer to any posts in the civil service of the HKSARG
- The terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made
- Personal data provided by job applicants will be used strictly in accordance with the HKSARG's personal data policies of which are available at https://www.pcpd.org.hk/english/data_privacy_law/ordinance_at_a_Glance/ordinance.ht

■About InvestHK :

InvestHK is the department of the Hong Kong Special Administrative Region (HKSAR) Government tasked to attract and retain foreign direct investments in Hong Kong.

Please visit www.investhk.gov.hk for more information.

[Terms of Appointment]

Two-year contract on non-civil service contract term with the possibility of extension.

[Salary]

JPY 6,400,000 to 9,700,000 gross per annum depending on the relevant experience of the candidate.

[Working Hours]

9:30 - 18:30 (1 hour break) *Working hours can be negotiated.

[Work Location]

30-1 Sanban-cho, Chiyoda-ku, Tokyo 102-0075

[Holidays]

Saturdays, Sundays and public holidays
Other holidays as determined by the office

[Benefits & Welfare]

- 10% end-of-contract gratuity to be paid upon satisfactory completion of the employment contract.
- Other benefits include medical coverage and annual leave.
- No smoking allowed on the premises.

Required Skills**[Entry Requirements]**

- University degree or above, preferably in Business Administration, Finance, Economics, or International Marketing. A higher degree would be an advantage
- Minimum 5 years of international sales and/or business development experience, at a managerial position. Experience of living and/or doing business in Hong Kong would be an advantage
- Excellent presentation and communication skills in English and Japanese, with English proficiency equivalent to TOEIC 850 or IELTS 7.0. Japanese proficiency equivalent to JLPT N1 is preferred for non-native speakers of Japanese (please send a photocopy of the relevant certificate(s) together with CVs). Fluency in Cantonese or Putonghua would be an asset.
- Relevant work experience in Japan and broad knowledge of the Japanese economy, corporate operations and culture. Excellent project management skills are desirable.
- Willing to travel within the area under the Tokyo HKETO's purview in Japan and outside Japan
- Candidate must be eligible to take up employment in Japan without arrangement of work visa by the employer

■How to apply :

Interested applicants must send a covering letter with full curriculum vitae in both English and Japanese to recruitment_IHK@hketotyو.gov.hk by 15 May 2026 (Tokyo time).

Late applications will not be considered and only candidates selected for written tests and interviews will be contacted.

Enquiries can be made through emails

Company Description