

International MICE Sales Manager Recruitment- Fukuoka Convention & Visitors Bureau (FCVB)

The Fukuoka Convention & Visitors Bureau, FCVB, is an organization affiliated with the Fukuoka city government that was established to further promote Fukuoka city as a MICE and tourism destination. We are looking for an International Sales Manager – a native English speaker who can bring international conferences and other MICE events to Fukuoka city.

Hiring Position:

International MICE Sales Manager

Main Duties

Sales activities for the purpose of attracting international conferences and other MICE events. This includes:

- Dealing with overseas MICE professionals to attract new conventions and events to Fukuoka City.
- Creating a network of local and international MICE contacts
- Attending overseas MICE sales events to promote Fukuoka city as a MICE destination.

Term of Employment

From April 1, 2024 (negotiable) to March 31, 2025

Type of Employment

Contract Employee

The contract can be renewed in April, up to 4 times, depending on job performance. Additionally, there have been instances where contracted employees have been converted to indefinite-period contract employees.

Working Conditions

- Annual Salary: 6,600,000 yen (550,000 yen per month)
- Allowances: Commuting allowance
- Working hours: In principle, 9:00 a.m. to 17:45 p.m. from Monday to Friday
Holidays: Saturdays, Sundays, public holidays and the year-end / New Year holidays
- Vacation: 20 days of standard paid leave. In addition, there is also special paid leave (e.g., for summer vacation, marriage, and/or maternity)

Job Requirements

- (1) English – Japanese bilingual (English – native / Japanese – business level)
- (2) A residence status that allows you to work in Japan.
- (3) At least three years of experience working in an international business environment.

Application Schedule and Process

- (1) Application

Submit a career sheet that satisfies the conditions listed on the separate supplementary sheet (see below) to FCVB **by post or by email no later than Friday, March 8, 2024. *Absolute deadline by 17:00 that day***

【Address】 Fukuoka Convention & Visitors Bureau, 2-5-31-4F., Daimyo, Chuo-ku,
Fukuoka City, 810-0041

【E-Mail】 bosyu01@welcome-fukuoka.or.jp

*If we have received the career sheet by the deadline, we will send an email to the applicant by **Monday, March 11th** to confirm that the documents have been received. In the event that the applicant does not receive an email, it means that the career sheet was **not delivered successfully**. In that case, please contact the address provided below.

- (2) **Tuesday, March 12th**: We will notify you of the results of the first screening on by **e-mail**.
- (3) **Saturday, March 16rd or Sunday, March 17th**: In-person interviews.
- (4) **Monday, March 18th**: Applicants will be notified of the final results in **writing**.

Contact Information

Fukuoka Convention & Visitors Bureau 2-5-31-4F., Daimyo, Chuo-ku,
Fukuoka City, 810-0041, ask for Gotsu of the General Affairs and Planning Division
TEL: 092-733-5050 (Monday - Friday, from 9:00 ~ 17:00)
FAX: 092-733-5055

*We are unable to answer questions pertaining to the results or contents of the interview and screening process.

Career Sheet Required Items:

- Name of Position
- Applicant Name:
- Photograph (taken within the last 6 months)
- Date of birth:
- Current address:
- Telephone number (or mobile number):
- E-mail:
- Physical mailing address for notification purposes:
- Employment history (company/organization name, assignment, duties, job position, duration of employment, reason for resignation)* Please list all of these for each job.
- Educational background (name of school, faculty, department/major, period of study, graduation, completion, withdrawal):
 - Latest/Most Recent:
 - Second most recent:
 - Third most recent:
- Licenses and qualifications (title or name of qualification and date of acquisition):
- Proof of Language Proficiency *If applicable please attach a copy of the relevant certificate/document ascertaining your proficiency:
- Computer Literacy (Mention which program in specific. IE Microsoft Word, Excel, PowerPoint):
- Reason for applying:
- Self-PR. (What are the experiences or skills that you think you will be able to make use of in international MICE Sales?)