

## **International MICE Sales Assistant 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 Assistant Manager – a native English speaker who can bring international conferences and other MICE events to Fukuoka City.

#### **Hiring Position:**

International MICE Sales Assistant 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 business and sales events to promote Fukuoka city as a MICE destination.

#### **Date of Employment (Planned)**

From October 1<sup>st</sup>, 2025 (negotiable).

※ The first 6 months after employment will be considered a probationary period.

#### **Working Conditions**

- Monthly Salary: approximately 360,000 yen. Including bonuses, the yearly salary amounts to about 5,500,000 yen. (There is a regular annual pay raise once a year).
- In addition to this, there are various other allowances: dependent allowance, commuting allowance, housing allowance (if renting, we can provide up to 28,000 yen per month), overtime pay and holiday work pay.
- Sample Annual Salary:  
**If:** Living in the city, with dependents (two children and spouse), and paying monthly rent: approximately 6,300,000 yen per year + commuting allowance, overtime pay, etc.
- 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, and 5 days of summer vacation leave. In addition, there is also special paid leave (e.g., for marriage and/or maternity, etc.)

### 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, September 5<sup>th</sup>, 2025. \*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](mailto: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, September 8<sup>th</sup>** 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) **Friday, September 12<sup>th</sup>**: We will notify you of the results of the first screening on by e-mail.
- (3) **Saturday, September 20<sup>th</sup> or Sunday, September 21<sup>st</sup>**: In-person interviews.
- (4) **Wednesday, September 24<sup>th</sup>**: We will mail out the final results to applicants by post.

### Contact Information

Fukuoka Convention & Visitors Bureau 2-5-31-4F., Daimyo, Chuo-ku,  
Fukuoka City, 810-0041, ask for Hirotsu 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?)