



Gz: Vw-1-110.00 BW HW-Team (1)

Vacancy

The German Embassy in Tokyo is seeking eligible and qualified applicants for the position of a staff member in the technical team in purchasing/procurement from **September 1st, 2022, or earlier**, currently limited to two years. The post is a full-time position with a working time of 40 hours a week.

This position will primarily involve the following tasks:

- technical works and small repairs
- Technical event support (setup, audio system)
- Supervision and acceptance of different services
- Maintenance of technical installations and the property
- Equipment control and documentation
- Some procurement, negotiations and order placement

Applicants should meet the following requirements:

- Profound knowledge in technical works and work experience in the field
- knowledge of material technology or comparable fields and procurement thereof
- knowledge in the field of event technology (audio equipment)
- Good command of Japanese, ability to confidently communicate both orally and in writing
- knowledge of German or English
- Confident and communicative attitude when dealing with company representatives and contact persons in writing and in person
- Willingness and capability to work in a multicultural environment
- Committed, independent and solution-oriented approach to work
- Good negotiation, communication and cooperation skills
- Basic skills of office software (Word, Excel, Outlook)
- Ability to work in a team, flexibility, resilience and organisational skills

The contractual conditions are based on the model work contract applied for locally employed staff at the German Mission in Japan.

Applications in Japanese should be accompanied by the documents below.

- Motivation letter*
- Recent photograph
- Curriculum vitae in tabular form*
- Job references from previous employers
- Valid residence permit (only for non-Japanese nationals)

*Motivation letter and curriculum vitae should be also in German or English, if possible

Applications will be accepted until July 1st, 2022.

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