

## Director of the Catalonia Trade & Investment's office in Tokyo

ACCIÓ is the Agency for Business Competitiveness, part of the Department of Business and Labor of the Government of Catalonia. Its aim is to boost the competitiveness and growth of the Catalan business fabric, through the promotion of innovation, business internationalization and the attraction of investments. It has a network of 40 offices around the world, 7 branches in Catalonia and collaborates with public and private institutions.

The process has begun to fill a vacancy for Director of the Catalonia Trade & Investment's office in Tokyo.

**Mission:** Design and execute the strategy of the Catalonia Trade & Investment's office in Tokyo with the aim of strengthening commercial, technological and investment relations in Japan. Management of the team, budget and income statement.

**Accountable to:** Director of the Foreign Offices Unit, in ACCIÓ Catalunya.

### Role and responsibilities:

- Define and implement the medium- to long-term the strategy of the Catalonia Trade & Investment's office in Tokyo and ensure its alignment with the objectives of ACCIÓ. Promote internationalization, connection with the innovation ecosystem and the attraction of foreign investment.
- Represent ACCIÓ in the target market, establish institutional relationships, with the aim strengthening and enhancing the positioning of Catalonia and its companies.
- Identify business/market opportunities and promote initiatives that help the progress of the Catalonia Trade & Investment's office in Tokyo and ACCIÓ, improving its services to achieve greater impact.
- Plan and/or provide support in the execution of consulting projects in commercial promotion, attracting foreign investment and innovation, including advisory actions and attracting clients and investors.
- Monitor the activity of the Catalonia Trade & Investment's office in Tokyo and report to the Director of the Foreign Offices Unit at ACCIÓ Catalunya on its activity (commercial, human and economic resources). Propose corrective actions in the event of deviations to guarantee efficiency and performance of the Catalonia Trade & Investment's office in Tokyo.
- Act as the responsible party (administrator) of the Catalonia Trade & Investment's office in Tokyo for legal purposes, management of facilities (if applicable), budgets and staff, with the aim of ensuring regulatory compliance and guaranteeing all activities are carried out properly.
- Supervise and coordinate the team of the Catalonia Trade & Investment's office in Tokyo, optimizing resource distribution and activity planning. Promote people's professional development, in order to ensure maximum performance and guarantee the quality of results.

### Essential requirements:

- University degree, preferably in the field of Engineering, Business-Economics, International Trade or similar.
- N2 level of Japanese (JLPT – Japanese Language Proficiency Test).
- C1 level of English (CEFR – Common European Framework of Reference for Languages).
- Knowledge of Catalan and/or Spanish. Spanish at B2 level is preferred.

- Minimum of 7 years of work experience in the field of international trade, consulting, business development agencies, investment attraction or similar.
- Minimum 3 years of work experience in team management.
- Knowledge of the socio-economic, business and cultural reality of Catalonia/Spain and Japan.
- Mobility and availability to travel within Japan and Catalonia.
- Analytical and planning skills, customer orientation and results.
- Communication and interpersonal skills. Business and negotiation skills.
- Ability to work in a team and independently in a dynamic and international environment.

**The following will be considered favorably:**

- Master's or Postgraduate degree in business/international trade or equivalent knowledge.
- Residency or work permit in Japan.
- Minimum work experience in Japan as well as having a good network of contacts.
- Experience in organizations similar to ACCIÓ.

It should be noted that the job requires residing in Tokyo or its surroundings and that recruitment will be conducted from the Catalonia Trade & Investment's office in Tokyo.

The incumbent will have an indefinite employment contract with a probationary period of 6 months.

You will need to have the originals of the certifications as evidence of the qualifications, education and training mentioned in the curriculum.

If you meet the requirements, believe you will do a good job and that you will easily integrate into the team, we look forward to your application. You have until **September 30<sup>h</sup>, 2025** to send your CV and motivation letter to [talentipersones.accio@gencat.cat](mailto:talentipersones.accio@gencat.cat) with the reference **2025/51**.