

## **Hong Kong Economic and Trade Office in Tokyo**

### **Invest Hong Kong Desk**

#### **Head of Business and Talent Attraction / Investment Promotion (Tokyo)**

**Salary:** JPY10,000,000 to JPY16,000,000 gross per annum, depending on the relevant experience of the candidate.

#### **Job summary**

Head of Business and Talent Attraction / Investment Promotion (Tokyo) reports to the Principal Representative of the Hong Kong Economic and Trade Office (HKETO) in Tokyo as well as the Director-General of Investment Promotion in Invest Hong Kong (InvestHK). He/she will manage a small team in Tokyo, and will be responsible for attracting companies to set up or expand in Hong Kong by carrying out marketing activities, conducting regular visits and providing practical assistance to potential investors in Japan.

#### **Responsibilities**

- Develop a strategy and execute the annual geographic business plan for promoting inward investment to Hong Kong and take the lead in achieving annual targets
- 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
- Maintain good working relations with trade associations and key stakeholders/multiplier organisations for market development and lead generation, as well as working with HKETO in talent attraction
- Raise the profile of Hong Kong and Invest Hong Kong in Japan
- Arrange and organise visit programmes for different sector teams as well as the directorate from Invest Hong Kong Head Office
- Oversee the administration of the Dedicated Team for Attracting Businesses and Talents / Investment Promotion Unit in the HKETO and manage the budget and financial resources of the team

- 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 the HKETO activities as and when required
- Regular travel within the Japan may be required, along with occasional travel to Hong Kong

### **Entry Requirements**

- A Bachelor's degree or equivalent, preferably in international business, international economics, or international marketing. A higher degree would be an advantage
- Minimum of 10 years of international sales and/or business development experience, preferably in foreign direct investment promotion or economic development at a managerial position. Experience of living and/or doing business in Hong Kong would be an asset.
- Excellent presentation and communication skills in English, equivalent to TOEIC 900 or above
- Broad knowledge of the business environment of Japan and relevant working experience is important.
- Willing to travel within the area under the Tokyo HKETO's purview in Japan
- Candidate must be eligible to take up employment in Japan

### **Terms of Appointment**

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

### **Benefits**

10% end of contract gratuity to be paid upon satisfactory completion of the employment contract. Other benefits include medical coverage and annual leave

### **Application Method**

Interested applicants are invited to send a covering letter with full curriculum vitae in both English and Japanese to [recruitment\\_IHK@hketotyo.gov.hk](mailto:recruitment_IHK@hketotyo.gov.hk) by **6 February 2026 (Tokyo time)**. Late applications will not be accepted and only shortlisted candidates will be notified.

### **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.html](https://www.pcpd.org.hk/english/data_privacy_law/ordinance_at_a_Glance/ordinance.html)

### **About InvestHK**

InvestHK is the department of the HKSARG tasked to attract and retain foreign direct investments in Hong Kong.

Please visit [www.investhk.gov.hk](http://www.investhk.gov.hk) for more information.