

Operations Manager – GIFT Japan

Honest Inquiry – Asia's Worldview – Ideas to Action

*Do these concepts inspire you? Are you interested in helping to define what they mean in Japan?
Are you seeking to grow with a dynamic company at the forefront of thought leadership for the 21st century?*

The Global Institute For Tomorrow (GIFT) is an independent and internationally-recognised think tank headquartered in Hong Kong with offices in Malaysia and Japan. We are focused on advancing a deeper understanding of global issues including the shift of economic and political influence from the West to Asia, the dynamic relationship between business and society, the role of the state and the reshaping of the rules of global capitalism.

GIFT's original approach to executive education combines classroom learning with experiential field projects which give business executives direct exposure to the issues shaping the 21st century. GIFT's proprietary experiential learning methodology has been refined over 50 programmes in 15 countries and with more than 1,500 executives, earning GIFT a reputation for being at the cutting edge of executive education. Read more on GIFT's thought leadership and original approach to executive education at: www.global-inst.com

Due to growing demand in Japan for GIFT's thought leadership and a practical application of our proprietary offerings in the local market, GIFT Japan was launched in April 2018. GIFT Japan will conduct the inaugural Japan Young Leaders Programme in Q2 2019, drawing upon its success in other countries. GIFT Japan will also establish a social development fund that will facilitate investment in innovative new socially beneficial businesses across the region. Other original offerings in and outside of Japan will be developed and delivered through the GIFT Japan office.

Job Description

As Operations Manager for GIFT Japan you will manage the day to day operations of our start-up. Your key responsibility will be to provide local project management support for the inaugural Japan Young Leaders Programme, including managing logistics, budgets, partners, participant interaction and coordination among the GIFT team. As the office grows you will contribute to developing, planning and managing future programmes and initiatives working closely with GIFT management in Hong Kong. You will research and recommend potential projects, partners and initiatives aligned with the company mission. Developing and writing proposals, contributing to project reports and managing work flows will form a core part of your role.

You will work to continuously improve the quality and financial performance of projects as the GIFT Japan office grows, while helping to shape the future direction, with guidance and direction from the Executive Directors. A key part of your role will be to also actively promote GIFT's work and capabilities to prospective clients and partners and supporting business development activities. You may also have the opportunity to facilitate classroom and field-based sessions in the future, and thus speaking and client-facing skills or the desire to develop them will be valued. Based on performance in the first year you will have the opportunity to be elevated to Head of Operations.

Skills and Qualifications

- 5-10 years' work experience preferably including some or all: project management, business planning, consulting, basic financial planning, client management (*those with less experience may still be considered*)
- Preferred MBA or Masters Degree in a technical field
- Strong desire to work on business and policy initiatives with positive socio-economic impacts
- Excellent writing and presentation skills (Japanese, English); detail orientated; self-starting; focus on deadlines
- Native Japanese required; Fluency in English essential; Proficiency in other Asian languages is a plus

Benefits of the role

- A position that asks you to think, discover, learn and grow, with truly international focus and exposure
- Opportunity to help shape the expansion of an established international think tank in the Japanese market
- Constructive and stimulating work environment that emphasises new ideas and personal initiative
- Close working relationship with senior mentors and managers from Japanese and international companies
- Involvement in producing world-class and widely-read intellectually stimulating material
- Room for career growth within a fast-growing and dynamic company with prospects for future expansion

The position will be based in Tokyo and involve some travel within Asia. To apply please send your Curriculum Vitae and a covering letter to giftjapan@global-inst.com. Only short-listed candidates will be contacted. All information provided will be used for recruitment purposes only.