



Job Description

Post: Commercial Officer, Japan

Department/Region: AsiaPac - Japan

Location: Tokyo, Japan

Purpose of post:

To be responsible for the development, implementation, tracking, and support of the commercial outreach programme in Japan. Outreach activities will mainly be focused on chain, retail and foodservice companies, although there may be some scope to support processors and distributors.

Line Relationships

Key Work Relationships

Authority Limits

Responsible to:

Senior Commercial Officer - Japan

Responsible for:

N/A

Internal:

- Commercial Outreach team, Japan and wider AsiaPac Region
- Supply Chain Standards team – Global team
- Communications team, AsiaPac Region

External:

- Commercial stakeholders in the region (processing, wholesale, retail, foodservice)

- Level 2 post
- Financial delegations in accordance with Financial Handbook

Contractual Terms (Japan)

Benefits (Japan)

Contract type:	Fixed term (2 years)	Annual leave:	10 days in the first year (progressively increasing to 20 days after 6 years of service)
Probation:	3 months	Pension:	
Notice:	3 months	Other benefits:	Unemployment insurance, workers accident compensation insurance
Working hours:	Minimum 40 per week	Working time	Monday – Friday; 09:00 – 18:00

The MSC supports flexible working, so the pattern of hours may vary according to operational and personal needs. The MSC works across different time zones so evening or weekend work and/or some international travel and overnight stays may be required occasionally. No overtime is payable, however under certain circumstances time off in lieu may be granted.

Key Responsibilities

- To support the delivery of Japan’s commercial strategy, as agreed with the Senior Commercial Officer and the Program Director, in line with the MSC’s Integrated Strategic Plan (ISP).
- Promote the MSC’s mission and vision among the seafood industry in Japan in order to gain broad industry support.

Specific responsibilities include:

- Help implement and successfully develop the commercial strategy defined for Japan.
- Promote the MSC brand and program with commercial stakeholders; specific stakeholders may include retailers, foodservice operators.
- Interact with industry associations and NGOs.
- Identify opportunities and implement marketing plans including joint promotional activities with key accounts with support from the Program Director, Communications Manager and Senior Commercial Officer.
- Develop and deliver MSC presentations appropriate for specific audiences and respond to questions afterwards.
- Work with the Program Director, Communications Manager and the Senior Commercial Officer to develop promotional materials, website content and strategy.
- Reporting: Progress reporting against agreed work plans.

Note

No job description can be entirely comprehensive, and the jobholder will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the job description and status of the post within the organisation.

You will be expected to carry out all duties in the context of and in compliance with the MSC’s Equality & Diversity and Health & Safety policies.

Person Specification

Required Attributes

Technical Skills, Qualifications & Experience

- A Bachelor’s degree or equivalent experience in a relevant discipline such as marketing, business administration or economics.
- Some knowledge of the Japan retail and foodservice market, and global supply chains, with a strong preference for seafood experience.
- Previous experience in sales and account management, especially in relation to the

	<p>retail and foodservice sector.</p> <ul style="list-style-type: none"> • Experience in development and implementation of promotion and merchandising. • Ability to analyze information and report concisely. • Knowledge of third-party certification schemes and the role of eco-labelling an advantage. • Well-developed IT skills, including confident use of MS Office products (SharePoint, Word, Excel, Outlook and PowerPoint)
Stakeholder Oriented	<ul style="list-style-type: none"> • Evidence of an ability to successfully manage relationships with stakeholders, collaborators, and colleagues with a people-centred approach to business and work essential • Demonstrated cultural awareness and sensitivity to the diversity of values, views and approaches to issues relevant to the MSC program by stakeholders around the world.
Organisational and Management	<ul style="list-style-type: none"> • Versatility to combine self-management and self-support when working alone with productive team membership. • Previous experience of project planning, work planning, and personal organisation with great time management skills.
Communications	<ul style="list-style-type: none"> • Excellent verbal and written communication skills in Japanese and English with a diverse range of people, including senior people in business and government. • Previous experience of: <ul style="list-style-type: none"> ○ Selling an idea or concept and winning support; ○ Preparing and delivering presentations.
Personal attributes	<ul style="list-style-type: none"> • A quick learner, happy to learn by doing with support from more experienced members of the team. • Well-developed analytical and systematic problem-solving skills, demonstrating sound reasoning abilities and logical decision making. • Interpersonal skills with an ability to work with people at all levels, • High level of integrity, accountability and credibility. • Ability and confidence to gain the credibility and respect of staff at all levels of the MSC, as well as external partners, stakeholders and other collaborators. • Demonstrated cultural awareness and sensitivity to the diversity of values, views and approaches to issues relevant to the MSC program by stakeholders around the world. • Willingness and enthusiasm to contribute to MSC-wide responsibilities and development, where appropriate, in pursuit of the MSC's mission and vision.
Circumstances	<ul style="list-style-type: none"> • Weekend work and regular domestic and international travel may be required. • Ability to travel on a regular basis, to work irregular hours, and to work effectively while traveling.

Job Description Agreement

Chief Operating Officer's Signature:	Date:
Job Holder's Signature:	Date: