

Position Description
Administrative Manager-Silicon Valley Japan Platform
Full-Time Position

Overview of Organization

The Silicon Valley Japan Platform is a non-profit organization that engages executives from the U.S. and Japan in a community built on trust to learn from each other, collaborate together, and reach their goals in a more powerful way. Through our community, executives from both countries form deeper ties, resulting in greater innovation and success at both a company and global level.

The Silicon Valley Japan Platform operates as an initiative partnered under the U.S.-Japan Council and the International House of Japan. The candidate will work with a binational team in the United States and Japan as a U.S.-Japan Council employee.

The SVJP Administrative Manager will be an integral part of a rapidly-growing initiative focused on building collaborative ties between the United States and Japan particularly in the area of technology.

Responsibilities

The Administrative Manager position will have primary responsibility for administrative and operational support to the Silicon Valley Japan Platform, including: program support for the Head of Programs, office management; administrative and organizational support for the Co-Chair Emeritus of SVJP; and general administrative support duties. The position requires an individual who is flexible, able to multitask and prioritize, takes initiative, is well-organized, able to plan and meet deadlines, and is comfortable working independently and as part of a team. Travel to Japan may be expected. The duties include but are not limited to the following:

Program Support, Office Management & Administrative Support:

- Work with the Head of Programs to assist in organization of events and programs, such as conferences, seminars, meetings with Japanese and U.S. corporations and industrial associations both online and in-person
- Provide administrative support for the SVJP Co-Chair Emeritus, including schedule meetings, reimbursement processing and logistical support
- Manage communications with local Silicon Valley community network

- Website maintenance management
- Manage interns
- Screen calls and email inquiries, including fielding and responding to general information requests.
- Order supplies and manage IT and other office equipment and software. Liaison with office vendors.
- As needed, draft correspondence and other documents
- Process financial payments
- Other duties as may be assigned

Reporting: This position is based in Silicon Valley, and reports operationally to the SVJP Head of Programs, and organizationally to the President of the U.S.-Japan Council.

Qualifications:

- Minimum of a Bachelor's Degree.
- Minimum two years' work experience in administrative support and office management.
- Strong written and verbal communication skills.
- Ability to manage multiple projects and meet deadlines with attention to detail.
- Experience with Microsoft Office (Word, Excel, PowerPoint) and Google office suite is essential. Knowledge of Salesforce and software such as Notion and Canva is desired.
- Interest and experience in U.S.-Japan and Asia relations and Japanese language ability (written, oral) preferred.
- Demonstrated effectiveness in working as a member of a team and developing effective working relationships with entrepreneurs, incubators, universities, U.S. companies, and traditional Japanese companies.
- Commitment to professional ethics in working with highly confidential, sensitive information.
- Ability to respond adeptly to rapidly changing priorities and work well under pressure.
- Excellent verbal and written communication skills. Fluency in English required.