

The Marine Products Export Development Authority (MPEDA), Ministry of Commerce and Industry, Department of Commerce, Government of India, is seeking individuals for the position of Executive Assistant (On Contract) in its Trade Promotion Office (TPO), Tokyo

Last Date for Application: 30th September 2026

Salary - Consolidated remuneration of **JPY330,000 per month** (or equivalent INR). An annual increment of 3% will be granted in the 2nd and 3rd year based on satisfactory performance. The remuneration is inclusive of all allowances and subject to applicable taxes and social/employment insurance as per Japanese laws.

Educational Qualification & Experience:

- Graduate in Science/Arts with minimum 5 years' experience, OR
- Postgraduate in Science/Arts with minimum 2 years' experience
- Experience: in administrative/secretarial/executive assistance roles, including liaison, coordination, accounting, and documentation

Term of Employment - Initially for 1 year, extendable annually up to a maximum of 3 years based on performance, work attitude and requirement. The first three months of employment will be treated as a probationary period.

Mental and Physical Health: Candidate should be in good mental and physical health.

Working Hours – 09.00–17.30 hrs (5 days a week, [Monday] to [Friday] except for public holidays in Japan) with a [60] minute break. The selected candidate should be willing to work beyond prescribed office hours and on weekends/holidays, as and when required.

Main Workplace: TPO Tokyo, Japan. [The place of main workplace may be changed based on business necessity. / There shall be no change in main workplace.]

Skills:

- Proficiency in MS Office (with certification)
- Strong communication skills
- Fluency in **English and Japanese** (reading, writing, speaking, noting, drafting)

Other Requirements

- Ability to work in a multicultural professional environment
- Good mental and physical health
- For foreign nationals (other than Japanese): Valid work permit/resident visa as per Japanese regulations for employment in the position

Main Nature of Work

- Liaison with Embassy of India, Japanese Government agencies, importers, and trade bodies
- Coordination with MPEDA, exporters, and stakeholders
- Assistance during trade fairs (e.g., Tokyo Seafood Show), meetings, and delegations
- Organizing buyer-seller meets and supporting visiting delegations
- Office coordination and representation duties
- Market intelligence reporting and trade analysis
- Maintenance of accounts of TPO Tokyo and reporting to Headquarters

There can be change in work duties based on business necessity.

Leave

- 10 days after the first 6 months of employment, on the condition that attendance rate is 80% or more

Social and Labor Insurance: Enrollment in health insurance, employees' pension insurance, workers' accident compensation insurance, and employment insurance.

Measures Against Passive Smoking: Smoking is prohibited indoors, except in designated smoking areas, if any.

Employer / Hiring Entity: Marine Products Export Development Authority (MPEDA), Ministry of Commerce and Industry, Department of Commerce, Government of India

How to Apply

Interested candidates must submit the following documents via email:

1. Detailed CV/Resume
2. Statement of interest and suitability
3. Supporting documents (education, experience, certifications)

Email to: secretary@mpeda.gov.in / personnel@mpeda.gov.in

Deadline: On or before 30th September 2026

Late applications may not be considered.

APPLICATION FORM

For the Position of Executive Assistant – MPEDA TPO Tokyo

1. Name:
2. Nationality:
3. Date of Birth:
4. Current Address:
5. Contact Number:
5. Language Proficiency:

Language	Speaking	Reading	Writing	Certification (if any)
English				
Japanese				
Others				

6. Academic Background

S. No.	Institution	Degree/Course	Year	Achievement (s)

7. Work Experience

S. No.	Organization	Duration	Position	Responsibilities/Achievements

(Signature of the Applicant)

Place:
Date: