11/20/2026

Researcher

Title: Researcher
Employer: Japan External Trade Organization (JETRO) San Francisco
Location: Hybrid remote in San Francisco, CA
Regular attendance at the office and participation in external events is required.
Status: Full time/Non-Exempt
Weekly Schedule: 9:00-17:00 Monday through Friday, occasional overtime may be required.
Language : Japanese/English in business level
Job in Detail:

- Write reports for Japanese companies regularly. Maintain close communication with the supervisor and provide timely updates on research activities, project progress, key findings, and emerging trends. Reports include both short-form and long-form publications. Tokyo Headquarters and the Director of Research at JETRO San Francisco will determine the KPI for articles and research reports, which may be revised each fiscal year. Report topics will be decided in consultation with the supervisor. Gather information by reviewing media sources, press releases, and databases, as well as through field research, including attending exhibitions, conferences, seminars, company visits, and interviews. The researcher is expected to obtain first-hand information and produce reports based on direct observations and primary sources. Develop charts containing analysis and data, conduct interviews, and perform translations as needed. Occasional local travel and business trips may be required.
- Support to conduct survey projects. JETRO will conduct some survey projects annually. Need to communicate with not only supervisor in JETRO San Francisco but also other JETRO offices in USA, Tokyo head quarter and external contacts.
- Check reports written by other staffs at JETRO San Francisco and contractors.
- Plan, manage or attend seminars, research groups or lectures, and develop drafts for presentation materials and speeches. Occasionally, join the meetings with JETRO San Francisco’ s clients.
- Regarding various internal or external inquiries, provide appropriate responses independently for simple inquiries, and respond to advanced matters by consulting with superiors.
- Provide administrative support and assistance in making internal documents related to research work and scheduling meetings and supporting making appointments, handling incoming calls and other outside inquiries. Occasionally, maintain correspondence with external contacts. Join internal meeting.

Compensation:

- Around $50K/year & discretionary bonus (from second year)
- General healthcare & retirement plans

Knowledge, Skills and Abilities :

- Ability to write reports accurately in Japanese.
- General computer skills including Microsoft 365 programs such as word, excel, power point, outlook, and OneDrive.
- Ability to work under deadlines with general guidance.
- Effective oral and written communication skills.

Preferred/Desired Knowledge, Skills, and Abilities:

- Report writing and research experience in Japanese Media such as Newspaper, Magazine or Web article.
- Demonstrated analytical writing ability.
- Industry knowledge such as technology and startups.

Contact to : Mr. Toru Ashizaki（Director）Toru_Ashizaki@jetro.go.jp

About JETRO

The Japan External Trade Organization (JETRO) was established by the Japanese government in 1958 as the nation's principal organization for implementing trade policy on a comprehensive basis. For over two decades the organization promoted exports to help Japan re-develop its postwar economy. In the first half of the 1980's, however, as Japan's trade surplus continued to grow and international trade friction intensified, JETRO made a 180-degree reversal and began promoting imports entering Japan. Most recently JETRO, as one of Japan's primary organizations for attracting investment, provides foreign investors with extensive information about investment opportunities in Japan. For maximum effectiveness, information is tailored closely to the specific needs and concerns of companies considering investment in Japan. For more information please visit us on the web .