

Japan External Trade Organization JETRO Representative Office in Poland

Project coordinator

JETRO (Japan External Trade Organization) is a government-related organization to promote trade and investment between Japan and countries all over the world. The JETRO office in Warsaw carries out the organization's mission and objectives not only in Poland, but also in Lithuania, Latvia, Estonia, Ukraine, and Balkan region, especially Serbia. Main activities of the JETRO include providing Japanese companies and other government-related agencies and organizations with research and information on business in above-mentioned countries, promoting import from Japan, investment opportunities in Japan for European companies and cooperation between European and Japanese start-up companies. More information: <https://www.jetro.go.jp/>
We are currently recruiting staff to perform the following duties.

1. Responsibilities

① Project coordination

- operational support for the implementation of projects such as business matchmaking events and seminars held in Poland and above-mentioned countries (including business trips to the field);
- liaison and coordination with JETRO Headquarters (Japan) and offices in above-mentioned countries;
- handling internal administrative procedures related to project implementation;
- gathering and compiling information related to the above-mentioned countries.

② Back-office operations

- providing administrative support related to projects and operations of the JETRO office in Poland and above-mentioned countries;
- preparing and handling responses to inquiries from JETRO headquarters.

2. Contract Term

From the contract start date (scheduled for November 2026) to March 31st, 2028 (including the probationary period)

However, the contract period may be extended.

3. Type of employment

Fixed-term full-time employment contract

4. Working conditions

- Monthly salary: 8 000 PLN-10 000 PLN (gross)
- Working days: 5 days/week (Monday - Friday); in some situations, it may be necessary to work on days off
- Working hours: 9:00 a.m. - 4:45 p.m. (lunch break 12:00 - 12:45 p.m.)
- Business trips abroad: yes

5. Ideal Candidate Profile

- University degree, with at least 2 years of relevant work experience;
- Fluency in Polish, English, and Japanese;
- Basic computer skills, including MS Office (cloud version) and web conferencing software (Zoom, Teams, etc.).

6. Location

Warsaw

7. Number of employees to be hired

1 person

8. Application documents

CV in English and Japanese (PDF)

(Note) If you are a foreign national (other than a Polish citizen), you must have obtained the necessary work permit.

Please be sure to submit these materials via email to the JETRO Warsaw Office (pow-info@jetro.go.jp) by 5:00 PM on Monday, August 31, 2026.

9. Selection Process

Applicants will be selected based on their application documents, followed by an interview.

10. Inquiries

For inquiries, please contact the following:

Eitaro Kojima (Mr) or Renata Wodkowska (Ms)

TEL: 22 202 69 20

Personal data submitted by applicants will be processed by JETRO solely for the purpose of conducting the recruitment and selection process for this position and in accordance with applicable data protection laws, including the GDPR where applicable. For details on JETRO's handling of personal data, including purposes of processing, legal bases, retention, international transfers and applicants' rights, please refer to JETRO's Privacy Policy for Personal Data of Customers in Europe, the U.K. and Switzerland:

https://www.jetro.go.jp/en/privacy/privacy_policy_eea.html

For inquiries regarding personal data protection, please contact JETRO's Data Protection Officer at DPO@jetro.go.jp.