



# Australian and New Zealand Chamber of Commerce in Japan

在日オーストラリア・ニュージーランド商工会議所

## Executive Director Position Description

### **POSITION OVERVIEW:**

The Executive Director is responsible for overseeing the administration of the ANZCCJ Secretariat, its committees and events program, and implementation of its strategic plan. Other key duties include sponsorship revenue, marketing, and stakeholder engagement.

The position reports directly to the ANZCCJ Executive Council.

### **GENERAL RESPONSIBILITIES:**

#### Board Governance

- Works with Executive Council in order to fulfill the Chamber's mission.
- Responsible for leading ANZCCJ in a manner that supports and guides the Chamber's mission and strategy as defined by the Executive Council.
- Responsible for communicating effectively with the Executive Council and providing, in a timely and accurate manner, all information necessary for the Council to function properly and to make informed decisions.

#### Financial Performance and Viability

- Develops resources, events, and sponsorship income sufficient to ensure the financial health of the Chamber.
- Responsible for the fiscal integrity of ANZCCJ by working with an external accounting firm to submit to the Executive Council monthly reports which accurately reflect the financial condition of the Chamber.

- Responsible for responsible management of the Secretariat office, ensuring maximum resource utilisation, and maintenance of the Chamber in a positive financial position.
- Responsible for securing sponsorship and developing other resources necessary to support ANZCCJ's mission.

### ANZCCJ Mission and Strategy

- Works with the Executive Council, secretariat staff and volunteers to ensure that the ANZCCJ's mission is fulfilled through its programs, communications, events, and sponsor/stakeholder engagement.
- As an ex-officio member of the Executive Council, responsible for strategic planning to ensure that ANZCCJ can successfully fulfill its mission into the future.
- Responsible for the enhancement of ANZCCJ's image by being active and visible in the community and by working closely with other chambers of commerce, key stakeholders, and the Australian and New Zealand Embassies and State Governments.

### Secretariat Operations

- Oversees and implements appropriate resources to ensure that the operations of the Secretariat are appropriate.
- Responsible effective administration of the Secretariat's operations.
- Responsible for the hiring and retention of competent, qualified staff, including temporary interns and volunteers.

### **Professional Qualifications:**

- A bachelor's degree in Commerce, International Business, Marketing, International Relations or a related field
- Budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organisational abilities including event planning, delegating, and program development
- Ability to convey a vision of ANZCCJ's strategy to staff, volunteers, sponsors and stakeholders
- Skills to collaborate with senior executives and government officials
- Strong written and oral communication skills
- Ability to interface and engage diverse stakeholder groups
- Understanding of the Japanese market and of Australian / New Zealand business environment in Japan
- Flexible attitude that values diversity
- Ability to work unsupervised including decision making skills
- Professional self conduct and integrity
- Proactive and energetic with a focus on achievement and self development
- Japanese ability equivalent to L2 of the Japanese Language Proficiency Test

