**Position**: Assistant Correspondent

**Posted by:** The Hokkaido Shimbun Press London Bureau

**Type**: Part-time

**Location**: London, UK

**Salary**: £1,500～ (monthly), transportation expenses

**Start date**: 1st September or October 2022 ※Available for consultation

The Hokkaido Shimbun Press is looking for an Assistant Correspondent for their London Bureau, which is located on Fleet Street, central London. The successful applicant will assist the Bureau Chief with the preparation of articles to be published in Japan, and handle Bureau administration. The Bureau covers political, economic, and cultural news from the UK and other European countries.

Although you will work mainly during office hours for 2-4 days a week at office or from home, you will occasionally be required to work overtime due to the nature of the job. You should also be willing to travel within the UK or Europe to cover stories.

Candidates should note that this is NOT a writing position. In addition, although the ability to work in Japanese is a requirement.

**Responsibilities**:

・Keep abreast of breaking news and current affairs;

・Conduct research on a wide range of topics, with attention to accuracy and detail;

・Attend and summarise press conferences, meetings, lectures and briefings;

・Conduct (occasionally transcribe/interpret) interviews over the phone and/or in person;

・Assist with the planning of and participate in business trips around Europe;

・Assist Japanese correspondent with any language difficulties they may have and help them to handle the administration of moving to a new country;

・Answer phone calls and manage office administration.

**Essential requirements**:

・A keen interest in and understanding of news and current affairs;

・Strong research and communication skills;

・The ability to work in both English (native/fluent) and Japanese (ideally JLPT N1, degree level, or equivalent);

・Proactive approach to suggesting article ideas;

・Strong organisational skills and ability to work to tight deadlines.

Working knowledge of another European language, especially French or German, would also be desirable.

**The Hokkaido Shimbun** (https://www.hokkaido-np.co.jp/)

The Hokkaido Shimbun Press is a Japanese regional newspaper based in the city of Sapporo, in Hokkaido Northern Japan, with a daily circulation of around 900,000 copies. It is the most popular and widely read newspaper in Hokkaido and also provides an online news service.

We have about 50 offices in Hokkaido, branch offices in Tokyo and Osaka, as well as offices abroad in London, Washington, Beijing, Seoul and Moscow, covering regional, national and international news.

The London office is located in Fleet Street, near St Paul's Cathedral, a very famous street where many British newspapers used to be printed and published.