

INTERNSHIP INFORMATION

Name of Institution	Asian Productivity Organization http://www.apo-tokyo.org/ 1-24-1 Hongo, Bunkyo-ku, Tokyo
Department	Executive Office, Finance Division
Period of Internship	To start at the earliest possible date, preferably for a minimum of 3 months (with the possibility of extension upon mutual agreement) 3–5 days per week (Monday through Friday), with a minimum of 4 hours per day (negotiable)
Language	English and Japanese
Number of Interns	1 Intern
Tasks	<ul style="list-style-type: none"> • Data entry in the accounting, banking, and related systems including supplier/vendor registration and banking information. • Check payment-related documents to ensure their accuracy. • Communicate with internal staff on inquiries with the support of finance staff as necessary. • Assist in maintaining files on all accounting and financial documents. • Support the finance team in preparing Excel reports. • Perform other similar tasks as may be assigned by the Head of the Finance Division.
Eligibility	<ol style="list-style-type: none"> 1) Proficiency in English (speaking, reading, writing, and comprehension). 2) Basic knowledge of Japanese. 3) Good organizational and interpersonal skills. 4) Basic IT skills, i.e., familiarity with Office 365, Zoom and other online meeting platforms, etc., are required. 5) Must be motivated and interested in learning about financial transactions in an international organization. 6) Must have a good understanding of and respect for the ethics and confidentiality involved in working for an intergovernmental organization.
Comments from the Institution	The APO encourages applications by potential interns who would enjoy working with professionals with diverse experience and

	cultural backgrounds.
Conditions	<ul style="list-style-type: none"> • Hourly rate: JPY1,500. • Commutation fees and the cost of meals and incidentals must be covered by interns. • Nondisclosure agreement to be signed.
Application Procedures	<p>Please send your e-mail with the following information to HR-Internship@apo-tokyo.org</p> <ol style="list-style-type: none"> 1) Name 2) Date of Birth 3) Address 4) Phone number 5) E-mail address 6) Faculty/Department 7) Reasons for application <p><How to handle personal information></p> <ol style="list-style-type: none"> 1. APO will take necessary and appropriate security measures in line with APO's rules and regulations with regard to personal information that is collected. 2. Personal information which is collected will be utilized only for the recruitment of interns and not for any other purposes. 3. APO will not disclose personal information which is collected to any other third party without prior consent of the applicant. <p>The person in charge at APO will contact the e-mail address written in the applying e-mail to arrange the interview session.</p>