



## **International Affairs Specialist**

**Expected start:** Position available immediately (in Tokyo)

**Brief company profile:** Aflac is a Fortune 500 company providing financial protection to more than 50 million people worldwide, insuring more than 1 in 4 Japanese households. As the leading company providing “insurance for living,” we deliver our policyholders cash benefits when they get sick or hurt, helping them to focus on recovery rather than worrying about bills.

**What we need:** Aflac International provides research, analysis, and corporate services that help our senior management stay on top of the international developments that matter. As an International Affairs Specialist, you’ll be part of a small team whose responsibilities include: researching, analyzing, and reporting on key developments in the Indo-Pacific region, especially government policy and legislative activities in the United States and Japan, as well as international financial regulatory developments; providing staff support for senior executives; and project coordination, including event planning and support.

### **Who we are looking for:**

- You’ll need to be a thoughtful and adaptable analyst, an effective English communicator (oral and written), and a fast learner, able to prioritize (and reprioritize) in coordination with your teammates in order to deliver consistent, high-quality research with fast turnaround times.
- Our team is international, but strong business Japanese, cultural fluency working in Japan or with Japanese colleagues, and an interest in further strengthening the foundations of the U.S.-Japan relationship are major assets.
- You’ll need to have completed a bachelor’s degree. A major or substantial coursework in areas such as international affairs, government or political science, East Asian studies, journalism, economics, law, or philosophy, will also be an advantage. A relevant graduate degree or prior work experience will also be considered an advantage, but are not required. In your cover letter (and, if selected, interviews), we want to hear from you why you’re interested in us, why you’re a good fit for this position, and how you would leverage your experience to contribute to our team.
- Proficiency with the MS Office Suite is required (including PowerPoint).

**What we offer:**

- In addition to competitive compensation (commensurate with skills and level of experience), you'll have an opportunity to work with a fast-paced government affairs and public policy team with extensive experience in Washington and Tokyo, that knows Japan, knows policy, and that cares deeply about the U.S.-Japan relationship
- You'll work closely with senior management at a Fortune 500 company, gaining firsthand experience implementing corporate governance best practices, helping to identify and manage risks, and learning how to conduct and present analysis for key corporate decisionmakers and outside stakeholders
- You'll be part of a team that cares about your professional development and will work with you to develop your talents. We work hard on challenging projects, but we also firmly believe in work-life balance, cultivating diverse talent, and in the motto of one of our founders: "if you take care of people, the people will take care of the business." We'll do our best to take care of you

**Days and hours of work:** Full-time, Monday-Friday. Remote work and flex time options are available

**How to apply/contact information:** Interested candidates should send cover letter and resume to [dparker3@aflac.com](mailto:dparker3@aflac.com) using the subject line "Aflac International – International Affairs Specialist (03202706)"