



## Job Information

Job ID:	94345
Job Title:	Bilingual Sales Assistant
Company Name:	systemsGo Corporation
Job Type:	Full-time
Division:	Human Solutions
Location:	Tokyo - 23 Wards
Train Description:	Roppongi (Hibiya-line) / Nogizaka(Chiyoda-line)
Salary:	2.5 million yen 3 million yen
Date:	August 18th, 2008 19:06

## General Requirements

English:	Business Level
Japanese:	Native
Education:	Technical/Vocational College
Visa Status:	Japanese national or permission to work in Japan required

## Job Description

Primary responsibility is the provision of support to Account Managers (AM) as they conduct sales activities. In addition to this, the Bilingual Sales Support Assistant (BSA) is required to assist in Human Solutions Team Coordinator with an aim to improve efficiencies including the proposal and management of projects related to this.

### Haken Administration

- Timesheets calculation
- Following up with unpaid invoices
- Modifying, creating, updating timesheets, contracts, insurance, employee information sheets etc.
- Answering inquiries such as visa applications, renewal, timesheet submission, expense related FAQs etc for haken staff
- Creating haken sales monthly reports

### Translations

- Position specifications as provided to AMs from their clients from Japanese to English and vice versa. These will usually be provided to the Bilingual Sales Support Assistant in electronic format
- Emails when required by AMs
- Verbal/written summary of websites
- Other information relevant to the sales processes and activities of the department

### Bilingual Assistance

- Drafting of scout mails in the AMs non-native language. Usually involves amending/refining existing scout mails to tailor the message for the intended client or customer
- Accompanying AMs to client and/or candidate meetings where bilingual interpretation may be required

- Assistance with site navigation especially for career portals in the AMs non-native language
- Carrying out Japanese language ability assessments on potential candidates

## Projects

- Assistance in Human Solutions Team Coordinator with formulation of proposals (subject to approval) for projects relating to the improvement of processes within the department and relating to the HS department 's communication with other departments within systemsGo (sG) and/or client or partner companies
- Proposal and implementation of projects relating to data management within HS
- Management of projects relating to the sG career portal and related database
- Proposal of other projects relating to improvement of efficiencies and sales performance within the department

## General

- Answering of enquiries for the HS department received electronically, by telephone or in person (when necessary)
- Updating of sales charts and other support duties related to sales meetings
- Assistance with orientation of new AMs with emphasis on navigation of HS related career portals, servers, database and general processes

## Required Skills

---

- Proficiency in MS Word and Excel
- Well-organized and proactive personality
- Ability to work with individuals from different culture and backgrounds
- Excellent interpersonal communication skills both in English and Japanese

## Company Description

---

systemsGo provides bilingual IT support services to multinational companies in Japan. We are a rapidly growing Japanese company with an international team and modern office adjacent to Roppongi Hills. We are committed to providing our clients with the best quality services which include IT infrastructure support, systems integration, project management, as well as staffing solutions. Our clients are leading investment banks, law firms and numerous other well-known international firms. We look after our employees; provide many opportunities for career advancement, competitive salaries, and excellent benefits. We are always looking for people with the same commitment to providing quality service, and an enthusiasm to learn and grow.

システムズゴーは、国内における大手外資系・日系企業向けに、ITに特化した最先端のサービスをバイリンガルで提供するベンチャー企業です。私達は、六本木ヒルズから徒歩1分のロケーションに位置するモダンなオフィス環境で、国際色豊かなスタッフとともにビジネスの急速な成長を遂げています。

企業における優れたコンピューターシステム環境を構築するため、インフラストラクチャの整備・構築、システムインテグレーション、プロジェクトマネジメント、人材派遣など、様々なIT関連サービスを質の高い水準で提供しています。主なクライアントは、外資系証券会社、銀行、法律事務所など、大手グローバル企業です。

また、システムズゴーでは、能力開発および昇進の機会、福利厚生などに配慮し、社員が安心して仕事に従事できる快適な職場作りに努めています。

私達は、顧客への質の高いサービスの提供と、システムズゴーの更なる成長に貢献できる、チャレンジ精神旺盛な人材

を求めています。