



PR/090022 |

## Job Information

### Recruiter

JAC Recruitment Korea

### Job ID

1579714

### Industry

Civil Engineering and Construction

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards

### Salary

Negotiable, based on experience

### Refreshed

April 7th, 2026 08:00

## General Requirements

### Minimum Experience Level

Over 6 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

None

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

No permission to work in Japan required

## Job Description

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### A) Compliance

- Ensure the business operations are compile to local legal requirements
- Make sure the office meet all the compliances required by the Government, including but not limiting to company/personal tax, labour, foreign exchange, secretarial filing, etc.

### B) Operation

- Oversee and manage sales and purchase of alloys and ores business in Korea and any other location as discussed with Head Office
- Develop and implement effective sales and trade marketing strategies, trade channels, and distribution management to achieve market share and profit growth objectives in alignment with Head Office

### C) Administration

- Manage day to day office & administrative issues according to corporate requirements
- Monitor closely & smoothly the cash flow of the office, including the petty cash & bank account
- Make sure proper accounting, clear and correct books and records, are kept in the office, according to the Country's and the Head office requirements
- Make sure adequate internal control measures are in place in the office
- Make sure the office meet all the financial reporting requirements set by the Head Office time by time

D) Team Building

- Build up team work in AML Korea to support each other
- Supervise, lead, guide and motivate AML Korea staff
- Communicate and work closely with General Managers in Head Office and overseas offices

E) Report

- Make necessary report directly to the Head Office in transparent manner (no matter it is positive or negative)

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Company Description