

PR/087744 | Japanese Bilingual Sr. Manager of Administration and Strategy

Job Information

Recruiter
JAC Recruitment USA

Job ID
1621814

Industry
Automobile and Parts

Job Type
Permanent Full-time

Location
United States

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:28

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

POSITION TITLE Sr. Manager of Administration & Strategy

POSITION SUMMARY

In this position, you will streamline, strengthen, and maximize the productivity of the back-office functions by leading the Finance, IT, and Procurement organizations while supporting business process optimization across all departments. You will partner closely with site leadership to enhance profitability and support short- and long-term financial planning and business strategy. The role also requires close collaboration with functional leaders and senior management in both North America and Japan headquarters across Finance, Planning, IT, Procurement, Manufacturing, Engineering, and Quality functions

RESPONSIBILITIES

Key Responsibilities

- Develop site KPIs that support profitability improvement initiatives and employee incentive programs
- Ensure accurate and timely financial reporting to management through monthly, quarterly, semi-annual, and annual financial close processes, semi-annual formal budgeting, and weekly and other required financial forecasting activities covering P&L, Balance Sheet, and Cash Flow
- Strengthen and optimize the structure, performance, and output of back-office functions, including Finance, Accounting, IT, and Procurement
- Lead the planning and development of company-wide business systems and processes across all functions to improve operational effectiveness and efficiency
- Provide comprehensive support to site leadership in the planning and execution of sustainable mid-term business and financial strategies aimed at maximizing profitability

QUALIFICATIONS

- Bachelor’s degree; MBA or equivalent business experience, ideally with exposure to manufacturing accounting
- More than 10 years of business experience, including financial management, financial and managerial accounting, and controlling responsibilities
- Experience in mid-term business and financial strategy planning
- Experience in back-office management, including Finance, Accounting, IT, and Procurement
- Experience in business process optimization, preferably within a manufacturing environment
- Experience in change management and organizational reorganization

LOCATION Kansas City, MO

EMPLOYMENT TYPE Full-Time

SALARY USD120,000-150,000

BENEFITS Medical, dental, vision, 401K and others

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Company Description