

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

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1621814

業種
自動車・自動車部品

雇用形態
正社員

勤務地
アメリカ合衆国

給与
経験考慮の上、応相談

更新日
2026年11月10日 11:28

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢レベル

日本語レベル
流暢レベル

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明