



Hella Japan Inc. Job description

JOB TITLE:

Account Manager

EMPLOYMENT TYPE:

Full time

DEPARTMENT:

OEM Sales (Electronics division)

OFFICE LOCATION:

Hella Japan Inc. Tokyo office

Overview:

- ✓ Responsible to support all commercial related activities to achieve team goals.
- ✓ Responsible to satisfy customer's requirements by supporting sales team and customer relationship activities at the specified Japanese OEMs in consultation with Supervisor.
- ✓ Responsible to operate internal workflow and manage sales data input and updates.

Responsibilities:

- ✓ Support the Development, Design and Project Management departments together with engineering coordinators in Tokyo and groups around the World.
- ✓ Support and improve the coordination between customers and the company for all projects
- ✓ Support to create presentations and present these at Japanese customers and keep all parts of organization constantly informed of their activities through regular reporting
- ✓ Provide products, pricing and market information to the Group members

- ✓ Visit all customer's departments (e.g. Purchasing, Engineering, Quality etc.) to seek business growth opportunities and to actively review project status for business growth.
- ✓ Support to align with Hella internal team for detailed sales activities.
- ✓ Support discussion and negotiation with customers.
- ✓ Maintain business process and workflow.
- ✓ Operate data input and update for Sales system database.
- ✓ Maintain customer order, forecast, and obtain production planning from customer. (e.g. short term, mid-term, and long term).
- ✓ Support documentation work (Customer specific files and documentations)
- ✓ Share and update information with team members properly.

**Requirements:****Experience, Education and Skills Required:**

- ✓ Experienced in the automotive industry for at least 3 years (foreign company experience desired), working experience should be more than 5 years
- ✓ Strong negotiation skills with customers and internal related team members.
- ✓ Strong interpersonal and cross-cultural skills
- ✓ Open minded, self-motivated and team player
- ✓ Proactive approach to all stakeholders
- ✓ Intuitive understanding of customer needs
- ✓ Commercial and technical background
- ✓ Fluent communication skills in both Japanese and English, German would be a plus
- ✓ Verbal and written fluency in both Japanese and English, German would be a plus

SALARY:

Will be determined per age / experience / capability of the candidate

OTHERS:

- ✓ Performance will be reviewed annually.
- ✓ Transportation expenses for commute (Per company regulations)
- ✓ Five-working-days per week (National holidays/Saturdays/Sundays off)
- ✓ Social insurance (health, a welfare annuity, the employment and an accident)
- ✓ Annual Leave (Per company regulations)