



Japan-America Society of Indiana Corporate Member Job Opening Announcement

Date Posted: June 14, 2013

Honda Manufacturing of Indiana, LLC JOB POSTING

Job Title:	Administrator – Executive Support Staff/Secretary
Posting Dept:	Corporate Planning
Date Posted:	6/10/13
Job Profile	<p>Duties/Responsibilities:</p> <p>Primary responsibility is direct administrative assistance to HMIN’s executive members...</p> <ol style="list-style-type: none"> 1. Manage daily schedule and arrange appointments for executive members. <ol style="list-style-type: none"> a. Maintain, arrange, and communicate exec members’ activity schedules. b. Make all required travel arrangements. c. Attend to exec member’s business arrangements as needed. <p>General support of HMIN Corporate Planning’s business and operations....</p> <ol style="list-style-type: none"> 1. Coordination of company business operational meetings & events. <ol style="list-style-type: none"> a. Contact attendees, send announcements, arrange rooms, agenda, etc. 2. Coordinate arrangements for outside visitors, (hotel, meetings, uniforms, etc) 3. Responsible for Corporate Planning business items as assigned. <ol style="list-style-type: none"> a. Various committee assignments and roles/responsibilities. b. Report preparation, presentation, and data management. c. Budget usage, purchase orders. d. Document translation, Communication Bridge with Japanese members. e. Other assignments as required. <p>Daily Tasks Performed:</p> <ol style="list-style-type: none"> 1. Receive outside contacts on the exec members behalf and attend to schedule arrangements as needed. 2. Brief exec members on schedule arrangements and plans. 3. Prepare for meetings and events, (rooms, uniforms, safety wear, etc). 4. Progress with general Corporate Planning assignments as required. <p>Relevant Job Knowledge:</p> <ol style="list-style-type: none"> 1. Must have strong organizational skills with handling multiple schedules, activities, documents, and advanced activity planning, (multi-tasking). <p>Required Skills:</p> <ol style="list-style-type: none"> 1. Must have strong communication skills and be fluent with Japanese language (written and oral).

	<ol style="list-style-type: none"> 2. Must have excellent computer & keyboarding skills: capability and experience with Microsoft software including: Excel, PowerPoint, and Word. 3. Able to quickly/effectively resolve problems and conflicts relative to work assignment. (Problem solver). 4. Able to take initiative (is a self-starter). 5. Must properly handle confidential information. <p>Desired Skills:</p> <ol style="list-style-type: none"> 1. Have an insightful and proactive work approach. 2. Can offer clear and concise results in a timely fashion. 3. As an executive representative, carry out responsibilities with a friendly and engaging manner.
How to apply:	<ul style="list-style-type: none"> • Candidates interested in applying to available positions must go to the website www.indiana.honda.com and apply on-line to each position you are interested in • A resume must be submitted on-line to be considered for openings you apply to

Equal Opportunity Employer

Note:

- Visit website www.indiana.honda.com
- Right side of the page, click on "click here"
Non-Production Associate Hiring Opportunities
Those interested in applying for non-production associate hiring opportunities, [click here](#).
- Click "find a job" button
- Enter Job Number "HMI00006R" and click "Search for Jobs"

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