



## Japan-America Society of Indiana Corporate Member Job Opening Announcement

**Date Posted: July 13, 2011**

**Position:** New Business Launch Coordinator

**Company:** Ryobi Die Casting (USA), Inc.  
Shelbyville, Indiana

### **General Summary:**

Responsible for supporting the sales and business development groups as well as new program launch engineering group by coordination through activities and events between NA and Japan. SBD/BCE operating system administration and business plan sales forecast database maintenance are the major function. Translation of English document into Japanese vice versa and interpretation in the meetings that involve both English and Japanese communication are one of major functions

### **Essential Functions:**

- 1) **Market Analysis:** Research, develop, and format data for use in analyzing market opportunities and sales forecast. This includes compiling Transmission/Vehicle data analysis. Keeps an eye on critical developments affecting the business including: customers and competition, latest trends, and economic conditions.
- 2) **Administrative Support:** Assists in the development of custom presentations; help organizes meetings; assists with visitors; take a lead in compiling Monthly Sales Variance Report and Monthly SBD report collecting data and report from responsible parties.
- 3) **Quote Process Management:** Follows-up on each step of the RFQ process to ensure timely submission. Maintains casting quote database according to JI (SLS) Assist DSO with quote generation and submission.
- 4) **Documentation Administration:** Manages filing system for a collection of important records and documentation for the sales group (i.e. tooling and new business POs, contracts, NDA's, pricing, intelligence, etc.) Assist SAM to maintain good order of key folders such as "Awarded Business" in SBD filing system.
- 5) **LCM Administration:** Assist Program Launch Managers in maintaining LCM files and folders by ensuring the data and records are timely placed in accordance with launch process progression.
- 6) **Translation and Interpretation:** Act as translator and interpreter where Japanese Vs English communication is required in support of the major activities of SBD and BCE

**Minimum Qualifications:**

- 1) Associates Degree or higher; or two years related experience and/or training; or equivalent combination of education and experience
- 3) Proficient in MS Office applications (Word, Excel, PowerPoint)
- 4) Analytical ability
- 5) Ability to work in fast-paced environment, with deadlines
- 6) Excellent oral and written communications skills in both English and Japanese

**Opening:** Immediate

**Salary Range:** \$50 ~ 60K annual

**Benefits:** on site clinic, medical/dental/eye care insurance, 401K

**Visa:** will support to maintain existing work permit, will support to obtain depending on qualification level.

**If you are interested in this position, please send your resume to:**

**[Kazuyuki.Hidaka@ryobi.com](mailto:Kazuyuki.Hidaka@ryobi.com) AND copy to [admin@japanindiana.org](mailto:admin@japanindiana.org) .**

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