

Moriden America, Inc.
Job Description

Job Title: Development and Sales Specialist (Japanese/English Bilingual)
 Department: Sales and Development
 Reports To: Senior Manager Sales, Quality and Materials
 Works With: Customers, vendors, other MAI associates
 FLSA Status: Exempt
 Prepared By: Stephanie Sanders
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Scope: Serves as a member of the sales team. Assists in fabrics product development to meet customer specifications and provides logistical and technical support to the sales team. Presents fabric, leather, vinyl and other miscellaneous products to new and existing customers. Participates in the implementation of business unit goals and objectives, while supporting the Mission of Moriden America.

Essential Functions and Responsibilities include the following:	% of time
• Becomes proficient in Moriden’s materials product development know-how, materials, customers and vendors	10
▪ Learns about market and industry trends for automotive materials.	5
▪ Establishes relationships with customers to understand and apply their needs for new and existing models.	5
▪ Becomes familiar with manufacturing procedures and procurement routes for new products.	5
▪ Learns to plan and implement trial tests on new products.	3
▪ Becomes familiar with the mass production of new products, in conjunction with the vendor and customer.	5
▪ Learns about new market routes for new products.	5
▪ Learns to develop and manage production and sales schedules.	5
▪ Identifies and calls on potential customers for new business opportunities.	8
▪ Maintains positive relationships with existing customers and vendors, in conjunction with other departments and team members.	8
▪ Collects market intelligence about competitors, customers, and suppliers.	5
▪ Prepares reports to support marketing and sales efforts.	5
▪ Prepares and issues RFQs.	5
▪ Attends sales presentations with superior.	5
▪ Prepares and communicates quotations.	5
▪ Learns to introduce new products in conjunction with department plans.	3
▪ Learns to manage the vendor quotation process.	2
▪ Issues purchase requisitions for developmental trial orders and tracks current development inventory.	1
▪ Supports Japanese product development efforts (with Moriden Company, Ltd. designers).	4
▪ Performs other duties, as assigned, including verbal and written translations between Japanese and English.	8

Nature of Supervision Received: Initially, works on short assignments, which are closely reviewed by manager. After 6 months, is expected to work more independently, but work is still checked by others. After approximately 12 months: assumes day-to-day responsibility for own work, while continuing to learn more about Moriden's business practices. Refers to senior team member or supervisor when in serious doubt as to procedure, or when assuming a new assignment or responsibility.

Use of Language: The position requires fluency in written and spoken Japanese (business) and English, utilizing correct grammar. Native language skills in Japanese required for direct relationships with Japanese customers and contacts with Moriden Company, Ltd. (designers).

Qualifications: Knowledge, skills and experience.

- Read and write at a college-graduate level.
- Has applied knowledge of business concepts and practices.
- Advanced math skills: calculation and application of percentages and fractional conversions.
- Can make verbal presentations.
- Bachelor's degree in a business-related discipline, or some college with 5 years applicable experience.
- 1-3 years previous related work experience highly preferred; preference for experience with Japanese business and automotive supplier.
- Function successfully in a team-oriented environment.
- Knows computer software for word processing, spreadsheet, and database management.
- Ability to travel in the United States and abroad.
- Is able to collect and analyze data and extrapolate findings into reports and presentations.
- Is well-organized and manages time effectively.

Working Conditions and Physical Demands of the Position: Work is normally performed in an open environment office setting, with a moderate degree of noise.

Stand and walk: 40%

Sit: 60%

Lift and carry: <5%, up to 25 lbs.

Push/pull: <1%, up to 25 lbs.

Handle: 50%, up to 50 lbs. (samples, office supplies and tools, computer keyboard)

Speak and hear: 50%; in person and by telephone*

Vision: 90% (Color vision required)

Travel: 10-15%, by auto and air, some overnight stays may be required; travel out of Country may be required