

JOB DESCRIPTION



Full-Time Job Opportunity in the Aviation Industry!

Position Title: Accounting and General Administration Staff

Location: Minato-ku, Tokyo

Employment: Full-Time (Permanent)

Starting Date: January 2016

Language: Japanese, English Fluency

Position Overview

Accounting and General Administration Staff potentially leads to the Accounts Manager reports directly to the Representative Director and is responsible for providing professional leadership to the team to ensure a high level of work quality and customer satisfaction on the aviation services and products the company offers. Also responsible for financial outlooks to assure the company meets its financial goals and commitments.

****Experience in the Aviation Industry is preferred, but not Required!!! We will train you!****



Main Duties

For the Accounting and General Administration Staff, some of the duties are not required.

- Create and maintain a positive work environment, and healthy, respectful working relationships with staff, vendors, airport authorities and other stake holders.
- Plan and administer financial targets for each team.
- Assist in recruiting, developing and retaining a diverse, high quality workforce within the company.
- Ensure the quality of work to meet the standards and expectations of the clients.
- Maintain or develop a value creating and results-driven relationship with vendors and suppliers.
- Provide feedback, address employee performance issues, liaise with each manager on disciplinary matters if required, and conduct performance appraisals
- Maintain knowledge of and abide by company policies and procedures and ensure employee's compliance.
- Update the company policies and procedures to maximize the effectiveness, and efficiency of the company's services and products while maximizing the work safety for staff, vendors and suppliers.
- Make commitment to strengthen the knowledge and skills the evolving aviation industry requires.
- Take initiative to provide best possible service to internal and external clients, and ensure that follow up with clients is completed in a timely manner.
- Communicate in a clear, precise manner with others verbally and in reports.
- Issue invoices to clients.
- Prepare financial statements to the professional accountants.
- Negotiate, maintain and manage contracts.
- Develop and conduct marketing tools and strategies to increase sales and exposure in the industry to stand out the competition

Requirements

For the Accounting and General Administration Staff, some of the requirements are exempt.

- Must have a bachelor degree or higher from a recognized university.
- Mathematical aptitude.
- Strong accounting aptitude (Designations are preferred but not required.)
- Strong supervisory and leadership ability and willingness to innovate.
- Demonstrated interpersonal skills.
- Strong computer skills / MS Office programs (the company uses Office 365 cloud platform and other aviation industry platforms such as SITA, various DCS)
- Excellent communication and collaborative skills.
- Strong planning, organizing, multitasking skills and attention to detail (accuracy is crucial in the aviation industry).
- Demonstrated active listening skills.
- Skilled in decision making, problem solving, and trouble shooting.
- Demonstrated initiative and good judgment.
- Physically fit and able to travel both in and out of Japan.
- Ability to obtain and maintain Airport Restricted Area Access passes at various international airports in Japan.
- Ability to read and understand business contracts in both Japanese and English.

APPLICATION CONTACT

- Please email your CV in English and a cover letter to recruit@interavia.co.jp
Your cover letter should clearly demonstrate that you are a good fit to this position.

- Contact:
InterAviation Japan Co., Ltd at 03-6402-1566 or email to recruit@interavia.co.jp

