



## 高級ブランドでのTreasury Assistant Manager

### Job Information

**Recruiter**

ALBERTO K.K.

**Hiring Company**

有名外資系消費財企業

**Job ID**

1325117

**Industry**

Retail

**Company Type**

Large Company (more than 300 employees) - International Company

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 8 million yen

**Work Hours**

フレックス制、在宅制度あり

**Holidays**

土日祝日

**Refreshed**

November 6th, 2024 02:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 75%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

E commerce & Client Service Center regular operations

- Develop, monitor, and execute a clear plan for delivering two strategic objectives:

- Maximizing Credit Card Acceptance Rate
- Minimizing Fraud/ Chargebacks
- Monitor real time queues and identify high risk transactions within the business
- Account receivable management for EC, including aging follow up and refund

#### Company regular operations

- Oversee and assists in the investigation of all chargebacks and fraud transactions deriving from E-commerce and from the Retail business
- Maintain fraud analysis models to improve efficiency & effectiveness of systems. Identifies weaknesses of current control process and recommends enhancements to mitigate fraud risk while balancing customer experience and operational impacts
- Successfully manages all 3rd parties in charge of chargebacks investigation and fraud management
- Maintains strong partnership with Finance, Client Service Center, E-Commerce, and Retail Operations in order to ensure seamless omni-channel approach & execution
- Analyze trends in key performance indicators, explains variances % recommends remedial actions to stakeholders. Extremely proactive communicator willing to raise flags when needed & keep all relevant stakeholders well informed of ongoing risk or fraud related activities
- Reports KPI's in a timely manner

#### Company projects

- Assist with the implementation of new processes and software solution related to fraud prevention/detection and payments
- Create education and training materials for store staff on common fraud trends and techniques
- Distribute periodic fraud awareness messages and bulletins
- Provide strategic and implementation support for Japan payment strategy for retail/ecommerce

---

#### Required Skills

- 5-10 Years work experience required
- Chargeback/fraud experience a must. Fraud related certification is a plus
- Experience working with CyberSource is a plus
- Strong knowledge of the fraud management life cycle and industry trends
- Proficient in Excel
- A consistent track record for high accuracy with detail orientation & data reporting precision
- Must have an inquisitive nature with a strong analytic background
- Ability to work in a time sensitive environment
- Ability to prioritize and multi-task in a highly complex work environment
- Excellent verbal and written communication skills
- Entrepreneurial drive
- Ability to take initiative and work independently at times
- Ability to maintain confidentiality and to exercise discretion and professionalism with sensitive information
- Strong relationship/partnership skills
- Ability to work effectively in a remote environment
- Native level of Japanese, Intermediate to Advanced level of English
- Bachelor's Degree from a four-year college/university

---

#### Company Description

##### アルバートリクルートメントについて

アルバートリクルートメントは、中小企業からフォーチュン500に入る大企業まで様々なクライアントへ人材を紹介しております。

法律に特化した人材紹介会社として2011年「リーガルインテル」を創業。法務領域のプロフェッショナルとしてサービスを提供してきましたが、他領域への紹介依頼も増え、経理財務領域のサービスを開始いたしました。

創業10周年を迎え、さらなる事業拡大のため「アルバートリクルートメント」へ社名を変更し、現在は「法務、経理・財務、セールス」の3つの領域を専門としております。

弊社では専門性の高いサービスを提供することを心掛けており、多くの企業・求職者の皆さまから評価を頂いております。1名のコンサルタントが企業側・求職者側、両方の窓口を一括して担当し、的確な情報を提供し迅速に対応いたします。

詳しくは弊社のウェブサイトをご覧ください。

[www.alberto-recruitment.com](http://www.alberto-recruitment.com)