



## 1N14【東京/日本橋】Corporate Planning Manager/グローバルメーカー/在宅勤務・フレックス

事業企画・事業開発のご経験のある方は歓迎です。

### Job Information

#### Recruiter

JAC Recruitment Co., Ltd.

#### Hiring Company

非公開

#### Job ID

1485354

#### Industry

Electronics, Semiconductor

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

6 million yen ~ 12 million yen

#### Work Hours

08:50 ~ 17:20

#### Holidays

【有給休暇】入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 GW 夏季休暇 年末年始 有休付与日数は入社...

#### Refreshed

July 4th, 2024 17:22

### General Requirements

#### Career Level

Mid Career

#### Minimum English Level

Fluent

#### Minimum Japanese Level

Native

#### Minimum Education Level

High-School or Below

#### Visa Status

Permission to work in Japan required

### Job Description

【求人No NJB2237956】

#### ■Mission of the organization

The mission of Corporate Marketing Incubation HQ (hereinafter called CM I) is to "Be TDK's Antenna from to the Market ("Rx/Tx") and · with that Intelligence · create and incubate new products/solutions which don't exist in TDK's portfolio.

#### ■How does this job contribute to the mission of CM I ·

The Business Administration Planning department (hereinafter called BA P) supports CM I Management and operation

gathering and structuring TDK Market data organizing the preparation for annual business plan its quarterly progress management and other reports to TDK Management and administrating CM I regulations and processes (revision of Decision Authorization Matrix internal regulations managing contracts being thorough about information security internal/external regulations etc.) .

■Main Responsibilities / Main Tasks

1. Managing internal regulations Decision Authorization Matrix (revision of those management of CM I internal approval process)
2. Manage support CM I contract process
3. Information Security Administrator (promoting Information Security rules/processes in CM I approval of IT related applications taking care of IT related surveys/checking)
4. Other administrative works (ERM Trade control Documents management Audit etc.)
5. Organizing purchase of external market data/report and our internal website management (handling inquiries for external market reports supporting discussion/decision for purchase of reports update of our website information)
6. Preparation for annual business plan its quarterly progress management Executive Comitee Metting and other reports to TDK Management
7. Support General Manager of BA P in special projects upon requests
8. Organizing / scheduling the CM I major events (related to No.6 etc.)

## Required Skills

■Work Experience and Knowledge 3 to 5 years with the comparable work experience above Broad knowledge in similar industry (Electronics; manufacturing; R D) Marketing / Administration experience ■Education and Training Academic degree in business administrative studies or comparable discipline ■Qualifications (Language proficiency Abilities Skills Characteristics) English and Japanese language proficiency on fluent level required Good communication skills to communicate with wide range of people (various departments different positions global) Ability to have an attention to details and take care of multiple tasks concurrently to make sure everything goes without a problem Microsoft Office environment ■Other Requirements Traveling within Japan and occasionally abroad Working flexible hours

## Company Description

ご紹介時にご案内いたします