



## AQS Client Success, JP Payment ANAQUA Services Association

## 募集職種

## 採用企業名

株式会社ANAQUA

## 求人ID

1503434

## 業種

ソフトウェア

## 会社の種類

中小企業 (従業員300名以下) - 外資系企業

## 外国人の割合

外国人 少数

## 雇用形態

正社員

## 勤務地

東京都 23区, 千代田区

## 給与

経験考慮の上、応相談

## ボーナス

給与：ボーナス込み

## 歩合給

給与：歩合給込み

## 勤務時間

5：00-22：00の間で実働7時間（残業あり。業務に支障のない範囲で就業時間自由）

## 休日・休暇

Weekends, National holidays and New Year holidays

## 更新日

2025年02月27日 15:00

## 応募必要条件

## 職務経験

3年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル (英語使用比率: 50%程度)

## 日本語レベル

ネイティブ

## その他言語

フランス語 - ビジネス会話レベル

## 最終学歴

大学卒：学士号

## 現在のビザ

日本での就労許可が必要です

## 募集要項

**\* When applying, please send us your cv both in English and Japanese with desired salary.**

**Position:** AQS Client Success, Finance Specialist

**Employment type:** Full time

**Working location:** Tokyo / Hybrid (working in the office at least once a week is encouraged).

**Report to:** AQS Client Success, Associate Director

### Responsibilities/Objectives

#### You'll Love This Job if You Like To...

- Provide best-in-class support for patent and trademark clients
- Manage annuity payments
- Resolve payment issues such as rejected cases from the Japan Patent Office
- Manage invoices, credit notes, statement of account, quotes, and any other Finance related tasks.
- Manage client relationships for new and existing clients
- Form trusted relationships with a focus on providing solutions to client requirements in a timely manner
- Proactively communicate and collaborate with external and internal clients to keep payment records current and accurate
- Establish and maintain close working relationship with colleagues and teams across all territories to support a 'one firm' service delivery
- Support the team on administrative tasks
- Support the sales team during the latter stages of the process to educate clients on the services

### Office

Tokiwabashi Tower 9F, Otemachi2-6-4, Chiyoda-ku, Tokyo

Headquarters: Boston, MA

### Benefits

- SOCIAL INSURANCE: 健康保険、厚生年金、雇用保険、労災保険

- HOLIDAYS: Weekends, National holidays and New Year holidays

- OTHERS: Free food and drinks, Paid sick leave, Office Casual attire and volunteer holiday

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## スキル・資格

### Requirements (Must Have)

- Fluent in Japanese
- Business-level English
- Bachelor's Degree
- Excellent problem-solving skills
- Superb attention to detail, accuracy and strong organizational skills
- Demonstrative proactive client relationship skills
- Ability to multitask and work on multiple complex tasks
- Ability to diligently review various documents and client files
- Excellent communication skills and the ability to interact professionally with a diverse group of executives, managers, subject matter experts, and administrative professionals
- Excellent reading comprehension in Japanese and English
- Maintain high level of confidentiality and professionalism
- Motivated and the ability to work in a fast-paced, team environment
- Ability to work independently and time management
- Team player
- Work international business hours
- Client-facing job experience minimum 3 years

### (Nice to Have)

- Experience in Finance
- Language skills: French

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## 会社説明