



## AQS Client Success, Finance Specialist

### 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  
2024年12月26日 00:00

### 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