



**Japan-America Society of Indiana
Corporate Member Job Opening Announcement**

Date Posted: August 1st, 2013

Company: TS Tech
Columbus, OH

Job Title: Business Planning Administrator

Position Summary:

Frequent communication for Business Planning and financial information with who play rolls for Business Planning and Accounting tasks/projects ; TSAM BOD, Divisional Managers/ Supervisors, sister company BODs and Business Plan or equivalent department Managers and associates.

Qualifications:

- Business community college diploma or any 4 year college degree.
- Fluent in Japanese and English in business level, proficient in Microsoft Office applications. (Excel, PowerPoint, Word, Outlook, etc.)
- Knowledge in general Finance, Accounting, and Management concepts.

Primary Position responsibilities:

- Perform overall periodical document administration such as Business Action Plan, Progress Report, and Monthly Management Report, etc. Coordinate the collection and distribution from/to key persons.
- Coordinate to build business planning in Americas region organization and support divisional business plan administrators.
- Coordinate corporate and departmental business planning activities.
- Coordinate and perform business plan trainings.
- Prepare documents for schedules and general information.
- Other miscellaneous/irregular duties and projects as assigned.

Specific Responsibilities:

- Prepare presentation for periodical customer-requested material such as JIKON with Honda.
- Provides in-depth plan vs. actual result analysis. This includes monthly business plan targets.
- Plan and manage miscellaneous/irregular projects and duties.

General Responsibilities:

- ISO 9001 Management Representations. * Act as liaison with industry groups (researchers, associations, and industry media).

Essential skills and experience:

- Fluent in Japanese and English in business level, proficient in Microsoft Office applications. (Excel, PowerPoint, Word, Outlook, etc.), knowledge in advanced Finance, Accounting, and Management concepts.
- Advanced analytical and reporting skill in financial and business plan field.

Reporting to this position:

- Report to BP department manager.

Physical demands and work environment:

- Environmental conditions –Open office environment. May be exposed to moderate noise levels.
- Vocal Communication—required expressing or exchanging ideas by means of spoken word and/or detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly or quickly.
- Hearing Perception—Ability to recognize information at normal spoken levels and/or ability to receive detailed information through oral communications and/or make fine distinctions in sound.
- Sensory Utilization—Prepare and analyze written or computer data.
- Physical Activities—required standing, walking and sitting as well as using hands to finger, handle or feel. May occasionally reach with hands and arms. May be required to lift up to 50 lbs unassisted.
- Visual Acuity—there are no special vision requirements.

Training Requirements:

- New Hire Orientation
- Safety Training
- ISO
- Union avoidance, Phase 1 and 2
- Corporate Governance
- LSSD Training
- Performance Management
- Business plan process and evaluation policy.
- Problem analysis.
- Project management
- Any other job training

NOTE: This job description is not intended to be all-inclusive. It is only a summary of the typical functions of the job. Responsibilities, tasks, and duties of the job may differ from those outlined above and other duties, as assigned, might be part of the job.

Interested candidates can send their resume to Lauren Gleason at lauren_gleason@tstna.com.