

## Job Detail

Staff Level

Position Title	★Chinese language used★ [In-house EC project manager] Foreign PC manufacturer / Can work from home once a week
Company Name	ASUS JAPAN
Activated / Updated	2024-04-24 / 2024-04-24
Job Type	IT (Other) - Project Manager Planning/Marketing/PR - E-commerce Marketing Planning/Marketing/PR - Planning/Marketing
Industry	Computer/OA Equipment/Telecommunication Equipment
Location	Asia Japan Tokyo
Job Description	<p>[Business content]</p> <ul style="list-style-type: none"> <li>• Planning, execution, and improvement of plans to achieve sales targets on direct sales sites</li> <li>• Scouting/coordinating with warehouse operating companies and payment processing companies, and implementing plans for optimizing payment systems. line, improvement (inventory data linkage, UX/UI/internal/external operations, etc.)</li> <li>• Scouting/coordination with logistics companies, and plan execution and improvement for optimizing logistics systems (inventory management, internal and external operations, etc.)</li> <li>• In collaboration with the head office direct sales site management team, optimize the direct sales site from a UX/UI perspective, Planning for creating a user-friendly site</li> <li>• Content, product page, LP planning, progress, operational lead, product registration, page maintenance, -colorize</li> <li>• Coordination with traffic data/user trend analysis and advertising measures</li> <li>• Inquiry response (inbound inquiries, returns, corporate inquiries, etc.)</li> <li>• Planning and optimizing the operation of the direct sales site in collaboration with the Taiwan head office and factories in China, etc. execution</li> <li>• Trend analysis and reports on logistics and payment systems</li> <li>• Positioning of problems on the direct sales site, planning and implementation of solutions, and quarterly in-house business meetings</li> </ul> <p>Business report creation/presentation</p> <p>■Products handled ASUS finished products in general Please check the homepage for details.</p>
Company Info	<p>■Company culture As we are a foreign-affiliated company, we are required to be quick in our decisions and actions. Other than that, employees are free. We create an environment where you can feel your own personal growth, as you will be able to carve your own path by not only carrying out what is presented to you, but also by spontaneously creating plans and actively speaking out about things. is in place.</p> <p>■Department 7 people: (Foreign nationality: 5 people, outsourced 1 person)</p> <p>*Measures to prevent passive smoking: No smoking indoors</p>
Working Hours	09:30~18:30 (1 hour break) Staggered working hours (starting from 8:00 to 10:00, leaving from 17:00 to 19:00, working 8 hours per day)
	<p>【Prerequisite】</p> <ul style="list-style-type: none"> <li>• Over 3 years of experience in the EC (product sales) industry</li> <li>• Experience in negotiating, scouting, and coordinating with external service providers.</li> <li>- Experience managing and executing multiple projects simultaneously</li> <li>• Japanese and Chinese skills above business level</li> <li>• English ability for everyday conversation</li> <li>• MS Office skills (Excel, Word, PowerPoint)</li> </ul>

Qualifications	<p>[Welcome conditions]</p> <ul style="list-style-type: none"> <li>• Those who have practical experience in selling IT products to consumers.</li> <li>• Product sales and management experience at Amazon/Rakuten</li> <li>• Those who have been involved in operating a direct sales site regardless of the product.</li> <li>• Business level English proficiency</li> </ul> <p>[Looking person profile]</p> <ul style="list-style-type: none"> <li>• People who like challenges.</li> <li>• Positive-minded and forward-looking person</li> <li>• People who like working together in a team.</li> <li>• A person who can work honestly and with a sense of ownership.</li> </ul> <p>■ Selection flow  Document screening → first interview → aptitude test → second interview → personnel interview → job offer  *All interviews will be conducted online, but in some cases the selection process or face-to-face interview may be changed.</p>
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Fluent(JLPT Level 1 or N1)
Chinese Level	Fluent
Salary	JPY - Japanese Yen JPY 4500K - JPY 6500K
Salary Description	<p>■ Estimated annual income: 4.5 million to 6.5 million yen (45 hours per month including overtime allowance)</p> <p>*Complete social insurance  Full transportation allowance (up to 30,000 yen)  Employee discount coupon system  Half-price meal subsidy system (ticket restaurant)  Travel allowance  Own product employee discount  Free drinks in the office  Discount vending machines and water servers in the office  Office Glico (sweets, ice cream, drinks)</p>
Holiday Description	<p>Complete 2-day week (Saturdays, Sundays, and holidays), 3-day summer vacation  Year-end and New Year holidays (December 28th to January 4th)  Paid leave, condolence leave, childcare leave, birthday leave, etc.</p>
Job Contract Period	full-time employee
Nearest Station	<p>2 minutes walk from "Kudanshita Station" on the Tokyo Metro Hanzomon Line and Tozai Line  2 minutes walk from "Kudanshita Station" on the Toei Subway Shinjuku Line</p>