

International Consultants for Human Resources Management

We are an international team of consultants based in Düsseldorf supporting companies in all aspects of human resources management.

Our Japan Desk at Fischer HRM is successfully filling positions for Japanese companies from various industries in Germany, Europe and world wide.

If you are interested in a career at a Japanese **company, please don't** hesitate to get in touch!

Your contact:

Jana Romero-Giron  
Romero-giron@fischer-hrm.de

Fischer HRM GmbH  
International Consultants  
for Human Resources  
Management

Niederkasseler Lohweg 18  
40547 Düsseldorf  
+49 211 - 749 686 - 32

www.fischer-hrm.de

Düsseldorf | München

## Staff Customer Support (m/f/d) Japanese Corporates

### Company

Our client is a renowned Japanese company in the finance sector located in Düsseldorf and is looking for a Japanese speaking team member to be the communication interface between customer, sales department and head quarter.

### Objectives / Tasks / Responsibilities

The objective for this position is to handle customer related requests and ensure a smooth communication between the parties:

- daily contact with customers (mainly Japanese corporates) and handling various inquiries, forwarding requests, information management (e.g. interest or exchange rates, fees and conditions etc.)
- Support of the Relationship Managers, preparing documents and applications
- Preparing reports to the headquarters
- Translating documents, e.g. transaction materials (English/German/Japanese)

### Qualification

The ideal candidate should bring the following qualifications:

- University degree or equivalent vocational training
- First working experience in an office environment, preferably a Japanese company
- experience in banking / finance welcome, but not necessary—there will be an intensive on-the-job training to get the necessary know-how
- Good MS-Office user skills
- Very good communication skills, ability to cooperate and work in a team

Required languages:

- Japanese: high business level
- English and German: good communication skills

**We are looking forward to your application!**