

# Sample Job Posting

## FULL TIME POSITION

### ABC Company K.K.

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**Company:** ABC Company K.K.

**Position:** Account Executive

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#### **Basic Information:**

*ABC Company K.K.* is one of the fastest growing companies in Asia. The company is experiencing explosive growth in the industrial sectors: automotive, consumer, financial, pharmaceutical and technology. Currently, the Japan office has a staff of 20 people. If you want your career off to the right start – ABC Company K.K. has the supportive environment to make your ambitions come true. The ideal candidate is entrepreneurial, ambitious and motivated to receive awards.

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#### **Requirements:**

- Bilingual (Japanese and English)
- Good writing skills (English)
- Strong research skills (good grade on a research paper)

#### **Responsibilities:**

- Corporate image development and reputation management
- Media relations and publicity
- Media monitoring, research and analysis
- Special event and trade show management

#### **Contact Information:**

Submit your resume today to: Human Resource Department:

[japan@abccompany.com](mailto:japan@abccompany.com)

**Comment [m1]:** A basic description of the company and some background of the company in Japan. Some suggested points that can be included are:  
Number of staff in Japan, Number of years in Japan, Location of head office in Japan

**Comment [m2]:** Suggested points to include are:  
Language skills, Other skills (example: analytical, organization, etc),  
Characteristics (example: energetic, focused, etc)

**Comment [m3]:** Areas of responsibility to be included here, such as:  
Daily work responsibilities, Reporting line, List of other special projects

**Comment [m4]:** State contact person at your firm. If you wish the Career Department Office to do the initial screening for you – please state so. E-mail address and contact name should be included here.