

Job Summary: Sales and Trade Representatives utilize their experience and expertise to:

- 1) Develop quotations for new business operations;
- 2) establish and apply purchase contract terms
- 3) track and assure all timetables, milestones, schedules and phases are met
- 4)
- 5) Correspond :directly with customers and suppliers to assure business contracts are issued and completed
- 6) Develop, communicate and assure pricing models are successfully accomplished with customers;
- 7)Generate sales and cost summaries, reporting to management on a continuing/daily basis, including review of sales, cost and forecast reports to assure all remain on schedule and accurate.
- 8) Translate the specification/other information between English and Japanese
- 9) Manage and control the shipment of the singed project.

Additional Responsibilities:

- 1 By using management ledger, issue PO and invoices for your project.
- 2 Oversee the sales and trade functions within the group assigned.
- 3 Meet with customers and vendors to familiarize them with ITS, and to become familiar with their operations and capabilities.
- 4 Manage A/R and A/P of assigned project.
- 5 Be flexible to communicate with the international customer/vendor in different time zone.
- 6 May visit the client/vendor depending on the assigned project.
- 7 Assist the Import/Export customer clearance process, assign the HS code input under the superior's instructions Record.
- 8 Perform other related functions as required.
- 9 Gain the knowledge of using NAV system to register JOB, issue PO/Invoice etc.

Basic Requirements:

- \* Efficient use of MS Office
- \* Must have excellent verbal and written communication skills. Japanese skill is plus
- \* Must be a team player.