

Executive Assistant Work location: Yokohama

Since its foundation in 1961, Rittal has continuously evolved into the world's leading systems provider for enclosures, power distribution, climate control, IT infrastructure and software & services. Rittal has global networking across 150 locations, over 60 subsidiaries, more than 150 service partners. The number of employees is more than 11,500 worldwide and generated revenues of Euro 2.2 billion in 2013. Our products are used in various industries and in IT and data center applications.

We are the Japanese subsidiary, founded in 1988, and primarily a sales organization with headquarter in Yokohama and sales offices in 4 locations.

Key Responsibilities

- Data Analysis
- Data collection and make a report to HQ
- Any other financial analysis
- Any other various report making
- Communication with HQ in Germany

Required Profile of the Candidate

- Working experience more than 5 years
- English on business level
- Experience as financial analyst or accountant with financial analyze job is preferable
- Cross-cultural experience and communication skills
- MS Excel and Powerpoint (HighLevel)
- Japanese language skill or German Language skill is preferable

Application

We look forward to receiving your English application documents by email to:

Finance & Administration Dept., Recruiting

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