

More scope  
for you.  
And your  
ideas.



Rohde & Schwarz is home to in-depth engineering know-how and highly innovative and committed employees. We're recognized as a world market leader in wireless communications. Plus, we develop future-oriented products for many growth markets such as mobile phone technology, radiocommunications and digital television.

We are looking for a Team Assistant for Test & Measurement Sales Department. This is an exciting fulltime opportunity to be a part of the biggest sales team in Rohde & Schwarz Japan. Candidate should have strong organizational and communication skills and a desire to contribute to team success.

Join our subsidiary R&S Japan in Tokyo at the earliest possible date as

## Team Assistant

### Your tasks:

- ▮ Reports to Test & Measurement Sales & Marketing Director.
- ▮ Collect and consolidate data from CRM system, prepare business indicators, monthly report and conduct follow-up.
- ▮ Create or prepare meeting documentations, minutes, distribute them and follow up actions assigned to members.
- ▮ Responsible for organizing meetings with different group/ teams.
- ▮ Maintain accurate tracking and reporting of activities stated in T&M Balanced Score Card
- ▮ Contribute to a positive work atmosphere by good communication with all T&M team members.
- ▮ Responsible for team building events.
- ▮ Work effectively with multiple co-workers, balance and prioritize multiple requests.
- ▮ Perform other duties as required by T&M Sales & Marketing Director.

### Your qualifications:

- ▮ Must be self-motivated with a reputation for getting things done. The ability to work in a fast-paced, deadline-driven work environment. Must demonstrate integrity and accountability, be highly adaptable, resilient and view change as an opportunity
- ▮ Must have excellent written and oral communication skills in both Japanese and English.
- ▮ Must have strong interpersonal skills
- ▮ Good adjustment and planning capacity.
- ▮ CRM software experience a plus
- ▮ SAP or similar ERP software experience a plus
- ▮ Bachelors Degree, or minimum 3 years of relevant working experience.

### Place of work:

- ▮ Rohde & Schwarz Japan K.K.  
Headquarters  
Sumitomo Fudosan Nishi-Shinjuku Bldg., 27F, 7-20-1,  
Nishi-Shinjuku, Shinjuku-ku, Tokyo 160-0023, Japan

If this sounds like the job you've been looking for, please email your resume to Yuko Kusano at [yuko.kusano@rohde-schwarz.com](mailto:yuko.kusano@rohde-schwarz.com).

Rohde & Schwarz is an equal opportunity employer. <https://www.rohde-schwarz.com/jp>