

Job Description		
Job Title:	Business Support Manager	Tbc
Job Purpose:	To maximise company output but enhancing communication and minimising misunderstandings from possible linguistic and cultural differences between International Subsidiary Business located in London and Japanese Parent Company, based in Tokyo.	
Primary Duties:	<ul style="list-style-type: none"> • Interfacing and coordinating with managers in Tokyo on behalf of Senior Management team (Chief Executive Officer, Chief Operating Officers (2) and Chief Financial Officer) in London. • Assisting with the preparation and/or reviewing presentations and reports prior to submission to Tokyo. • Interpreting, analysing and critiquing presentations and reports submitted from Tokyo and providing briefing to Senior Management team. • Providing advice and support to Senior Management team on cultural awareness, etiquette and business methodology/approach when communicating with Japanese parent company in Tokyo. 	
Key Stakeholders:	Senior Management team, Management team in Tokyo	
Person Specification:		
Profile	Essential	Desirable
Experience & Qualifications	Previous experience of working within a coordination/liaison role utilising knowledge of Japanese culture and business.	Educated to degree level, or equivalent. Understanding of Computer Games Industry.
Technical Skills	Fluent bi-lingual (Japanese/English). Analytical – ability to review and interpret information, reports and data. High degree of computer proficiency including experience of MS Office systems to advanced level. Business Acumen.	
Interpersonal Skills	Excellent verbal and written communication skills. Personal impact and presence with the ability to influence and persuade others.	

	<p>A strong desire to add value and show initiative.</p> <p>A high degree of accuracy and attention to detail.</p> <p>A logical, well organised approach, as well as commitment, flexibility and self motivation.</p> <p>High degree of drive & determination.</p>	
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