



## H&K Japan

職務内容

[www.hki.com/ja](http://www.hki.com/ja)

職種/Job Title :

Contract Administrator (Sales Assistant) / 営業事務

勤務地/Location: 大阪 / Osaka

### H&K International

#### 私たちのビジョン

私たちは店舗や飲食業界に、お客様や取引先、従業員の成功を可能にする総合的な機器やサービス・ソリューションを通じて、独自の価値を提供するグローバルリーダーとなるべくまい進しています。

#### グローバルプレゼンス

1975年にカナダから始まり、世界中の重要な地域で製造業務を確立し、H&Kは、マクドナルドのレストランや他の大型レストランチェーンのキーサプライヤーへと成長しました。H&Kグループは現在、米国、カナダ、メキシコ、アイルランド、イギリス、スペイン、南アフリカ、中国、日本、インドネシア、シンガポール、オーストラリア、ニュージーランドに拠点をもち、1300人以上のスタッフが働いています。

#### 完全なサービス

H&K ビジネスの主な特徴は、世界中のどの新店舗・既存店舗へも完全な厨房機器パッケージを提供できる能力です。私たちは、自社製品と他社有名メーカーから調達したレストラン機器全体を含めた「ワンストップ」サービスを提案しています。H&Kは総面積およそ80万平方フィートの施設を保有し、うち60万平方フィートは米国、カナダ、メキシコ、ヨーロッパ、南アフリカ、中国、オース



トラリア、ニュージーランドにある倉庫に使用しています。

H&K International is one of the world's largest suppliers of stainless steel kitchen equipment solutions to the food service restaurant industry, employing approx. 1,000 people worldwide. It is an Irish business, headquartered in Dublin, with global operations that supply over 20,000 restaurants in 70 countries annually. H&K has experienced rapid growth with now sales in excess of \$500m.

The main focus of the business is on supporting large restaurant chains in their development and expansion internationally. H&K is closely involved in the development of new restaurant concepts and provides significant R&D support to their customers, including McDonald's, IKEA, Burger King, KFC and Subway. The company has evolved from being an equipment supplier to a "total equipment solutions" provider for the quick-serve restaurant industry. The company has recently penetrated new growth markets such as China, Japan and Taiwan in Asia. H&K has five manufacturing operations and 16 distribution and customer support service centres worldwide – the main operations are in the USA, Canada, Mexico, Europe, Australia, China and Indonesia. In recognition of H&K's superior service support the company was presented with the "Worldwide Equipment Supplier of the Year 2015" award by McDonald's. This is a significant award and it is a strong endorsement of H&K's market position from a company such as McDonald's with its global scale, serving 62m customers daily in 32,000 restaurants.

H&K Japan, a subsidiary of H&K International, is undertaking the business development for H&K International in Japan.

### **H&K Japan Limited**

- ✓ Multinational team
- ✓ Western European culture
- ✓ 50/50 Men-Women staff aging from 20s to 50s
- ✓ Dynamic growth company with a growing team of 10 staff
- ✓ Operations in Western Japan - full warehouse and distribution operations with a 400 tsubo warehouse
- ✓ Importing from 4 countries, as well as purchasing from domestic suppliers



## Contract Administration Role

### Job Details:

1. Responsible for making detailed sales contracts (with 350 different equipment parts) or other sales orders following requests from Customers and the instructions from the sales market manager
2. Ensure that order information and changes are entered in the ERP system completely, accurately and immediately. Liase with other staff members to obtain correct information.
3. Ensure invoices are created on system accurately and immediately.
4. Ensure that warehouse and shipping documents are correct
5. Cooperating and communicating with purchase, warehouse, sales market manager to ensure that information and any changes are done on a timely basis. Report to team leader on status and any issues as soon as they arise
6. Carry out duties assigned by the team leader, and make reasonable suggestions to the supervisor Assist sales market managers in other regions as is needed, (Such as preparing documentation, etc.)  
Various other support to ensure management of new store projects is smooth (dealing with shock shortages, supplier issues)
7. Resupply order processing to existing stores.
8. Deal with emails, calls from customer and other ad-hoc requests

### 職務内容:

1. セールスコントラクト（350 種類の製品）やセールスマーケットマネージャーの指示に従い、発注をする
2. 発注情報や変更は ERP システムに正確に迅速に入力されなければならない
3. システム上で正確に迅速に請求書を作成する
4. 倉庫及び発送書類に間違いがないか確認する
5. 購買、倉庫、セールスマーケットマネージャーとコミュニケーションをとり協力し、情報や変更点を確認する。問題が起きたらすぐにチームリーダーに報告する
6. チームリーダーによって割り当てられた作業を行い、適切な案を出す
7. 必要があればセールスマーケットマネージャのサポートをする



## Ability & Skills

1. Work experience in McDonald's is a very strong plus
2. Preference that the candidates have some basic understanding of English.
3. This position will involve liaising with different departments, so the ideal candidate will be a good communicator: accounts, engineering, production, and shipping. This is a key position in our organization
4. The candidate will have to be precise have a very good attention to detail
5. Be able to work well under pressure, and have a positive attitude
6. Ability to deal with and manage several tasks simultaneously – multitasking skills
7. Good computer skills (Microsoft Excel and Word) are required
8. Minimum High school graduate level educated with 3<sup>rd</sup> level a bonus. Have at least 3 years work experience, beneficial for that to be with a foreign company

1. マクドナルドで経験があれば尚可
2. 英語が話せれば尚可
3. 請求、技術、生産、発送等の様々な部署に関わる重要なポジションのため、高いコミュニケーション力が望ましい
4. 几帳面で細かいところに気が付く方
5. 前向きな方
6. 複数の課題を同時に管理でき、プロジェクトマネジメントスキルがある方
7. コンピュータースキル (Microsoft Excel and Word) 必須
8. 外資系企業での3年以上の経験があれば尚可



## Enquiries

For more information please contact H&K Japan General Manager Andy O'Doherty;

[andy.odoherty@hki.com](mailto:andy.odoherty@hki.com)

Competitive Salary offered based on experience and perceived value that can be given to H&K.