

CETECOM (www.cetecom.com) is renowned as an independent industry partner for telecommunication technologies and offers a series of services which cover various technologies. Beside testing of familiar standards like GSM, WCDMA, LTE, CDMA, Bluetooth, Wi-Fi and NFC, CETECOM also performs a wide range of consulting and testing of mobile software applications, OTA Antenna testing, SAR, EMC, field trials, acoustics and batteries.

Our clients are some of the most well-known and influential companies in this field, both inside and outside Silicon Valley.

For our team **International Type Approval (ITA)** at our location **Yokohama, Japan** we are looking for an

Assistant

in full time. This position should be filled 1/31/2016.

Your Team

- worldwide product approval management
- market- and country-specific research for regulatory requirements
- preparation and submission of testing and approval applications

Your Responsibilities

- responsible for preparing offers and invoices
- correspond to inquiry from customers
- ship and administer samples for testing
- progress management

Our Requirements

- native level Japanese and Conversational-level English
- candidates with experience in studying overseas are preferred

For consideration, please submit your resume to HR: shino.ito@cetecom.com



職種	プロジェクト・マネージャー・アシスタント（国際認証部）
仕事の内容	～ 国際認証部で海外各国の無線認証代行申請を行う仕事です ～ ・見積書、請求書等の書類作成 ・サンプルの発送・管理 ・お客様からの問い合わせ（電話・メール）の対応 （主に海外各国エージェントとの英語でのやり取り） ・進捗管理
雇用形態	契約社員 ※正社員登用あり
対象となる方	◎学歴不問 ◎年齢不問 ◎英会話力（日常会話レベル以上） ※留学経験あれば尚良
給与 待遇・福利厚生	月給 200,000円 ～ 300,000円 ・社会保険完備 ・交通費規定内支給 ※試用期間 6 か月
休日・休暇	完全週休 2 日制（土・日） 祝日 夏季・年末年始休暇 有給休暇有
応募方法	下記 E-mail にお問い合わせ下さい。 Shino.ito@cetecom.com

