

Job description Business Manager AQ Services Japan

Function:

Business manager
Operations/Administration
Part-time

Location:

Tokyo, Japan

Company Name: AQ Services International Japan

Internet: www.aq-services.com

Location: Tokyo, Japan

Industry: Mystery Shopping & Market Research

Job Title: Business Manager

Job Type: Part-time

Company Description: AQ Services is a full service quality research agency, specialized in developing and executing mystery shopping programs, market research and employee motivation programs for both local and International companies.

AQ Services differentiates itself from its competitors through its professional offer of services, its methodology in the execution of programs, its reporting services (advanced applications), and through its world-wide coverage and international orientation. AQ Services is a member of The IMSA (International Mystery Shopping Alliance, www.theimsa.com) and the MSPA (Mystery Shopping Providers Association, www.mysteryshop.org).

AQ Services is a young, dynamic and growing organization. The company is best described as flexible, innovative, professional, enterprising and proactive and seeks the same qualities in their employees.

Job Description: Business Manager; Operations & Administration

Operations

AQ Services has numerous accounts for which mystery shopping programs and/or other research projects are developed and executed. The business manager will be responsible for the execution, the coordination and the communication of the program.

The tasks included are as follows:

- Communication with mystery shoppers
- Scheduling mystery shoppers for the mystery visits
- Instructing mystery shoppers
- Verifying the results
- Reporting the results to the AQ Services management
- Reviewing questionnaires, briefing material etc. and making the necessary adjustments

Administration:

The second role of the Business Manager is to ensure the smooth running of all administrative processes and organizational tasks which are crucial for the efficiency of mystery shopping and research programs.

The tasks included are as follows:

- Database maintenance
- Providing guidance and answering any queries by email /telephone
- Reviewing and checking the mystery shopping reports
- Providing assistance in any planning an organizational activities
- Standardizing Office processes
- Supporting all mailing waves and other such marketing activities

Job Requirements:

The Business Manager must hold a Bachelor degree in a similar industry and is required to be fluent in the English and Japanese language. The Business Manager is expected to have excellent verbal and written communication skills, strong organizational skills, a great affinity with service, to be a strong team player and the ability to work in a flexible environment.

In addition to the above, the Business Manager must have 2 to 3 years experience in a similar position. Our employees should take pleasure and perceive it a challenge to work in a young, growing and dynamic company. He or she is proactive, likes to take initiatives, and has a strong sense of responsibility.

Contact person:

Mr. Richard Canneman
Mrs. Stephanie van Aken

E-mail:

canneman@aq-services.com
aken@aq-services.com