

## OFFICE MANAGER - JOB DESCRIPTION

### About Shift Energy Japan, KK (SEJ)

SEJ's mission is to shape the future of the energy industry in Japan, with a main focus on post Feed-in-Tariff and self-consumption solar. We are a dynamic team that pulls from all areas of expertise across business, arts and sciences. Our company nurtures deep relationships across all aspects of the solar sector in Japan.

SEJ creates value for: Energy end customers, channel partners (installers of solar), financiers, suppliers of solar systems and solar development teams.

Our primary focus is relationships. Our company succeeds based on how we maintain, nurture and cultivate our relationships both internally and externally. Our teammates and our company are Passionate, Relationship focused, Innovative, Committed, Edgy, United and Professional.

### Overview

We are looking for energetic, intellectual, curious and ambitious people to join our team as in the role of Office Manager to support company operations by maintaining office activities and supervising staff. If you are looking to make an impact, are passionate about energy and have strong quantitative and communication skills, we would love to talk to you! Following extensive training program, the candidate will take leadership a leadership role in supervising an office of professionals. The candidate should face new challenges with positive energy and a results-oriented attitude, be able to push projects to completion with little-to-no management oversight and communicate clearly with teammates.

### Main responsibilities

- Maintain office service by organizing office operations and procedures
- Organize and schedule meeting and appointments
- Partner with HR to maintain office policies as necessary
- Coordinate with IT department on all office equipment
- Designing filing system
- Completes operational requirements by scheduling and assigning employees; following up on work results
- Manage a small office budget of office supplies and office necessities
- Maintain and track office assets
- Manage company vehicle with prompt maintenance and insurance
- Budget management of the Enabling Functions team
- Oversee the Recruitment of new staff for entire company
- Promote staff development and training
- Human resource execution
- Coordinating/ hiring IT support desk
- Manage workplace health and safety
- Ensure the efficient productivity of the office

- Establish team atmosphere through leadership and employee development

## Key skills

- Proven office management, administrative or assistant experience
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Work delegation
- Inventory control
- Budget tracking
- Experience facing challenges with both failures and successes
- MS Office with a focus on PowerPoint and Excel
- Strong English skill (spoken and written)
- Strong organizational skills

## Opportunities for a successful candidate

- Based in Japan, you will be able to experience an enjoyable, dynamic, global working environment with teammates from different backgrounds, and overcome challenges you have never experienced
- You will learn about electricity, power and energy: Essentials for our life. With this knowledge you can become an expert on energy in Japan
- You will learn the importance of communication skills, specifically setting goals for interactions and tailoring messages to achieve goals
- You will learn the importance of learning from being wrong and its value in your life
- If you dedicate yourself, you will have opportunity to be on an exponential learning curve which will grow your skills on a personal and professional level in ways you never imagined
- You will be able to work closely with teammates and experienced managers in this industry
- You will learn how to prioritize tasks and your time
- You will be able to observe how skilled professionals act and react, from which you can learn what you never could in school

## Compensation structure

- Competitive with market
- Based on experience
- Aligned with performance