

## INTERNATIONAL BANKERS ASSOCIATION

### Services Manager

The International Bankers Association (IBA) in Tokyo is the only industry association exclusively representing the interests of global foreign banks and securities companies in Japan. Our membership consists of roughly 60 foreign financial institutions from 23 countries and five continents, with more than 16,000 staff in Japan. Further information may be found at: [www.ibajapan.org](http://www.ibajapan.org)

The IBA Secretariat supports the interests of the membership and has six full-time employees, including four Japanese. The position of Services Manager will become open in early April.

#### Profile

- Native English speaker, with advanced Japanese ability (speaking and reading)
- University degree
- Minimum of 3-5 years work experience
- Self-starter, mature, highly organized, team player
- Excellent English writing skills
- Must have current employment visa status in Japan; Employer will sponsor visa renewal
- Knowledge of and experience in the financial services industry is highly desirable

#### Position Overview

Reporting to the IBA Executive Director, the Services Manager:

- plans, organizes, implements and reports on the IBA's information forums, seminars, working groups, roundtables and other activities;
- manages the IBA's translation service and is frequently asked to edit and polish both in-house and outsourced translations;
- is in charge of maintaining and updating the IBA's website;
- attends the monthly meetings of both the Executive Committee and the Banking Sector Committee and prepares the first draft of the minutes; and
- has frequent interaction with the staff of member firms to answer their enquiries and requests.

This position is ideal for someone in the early stage of his/her career. It is an excellent opportunity to learn more about the financial services industry in Japan and to work with senior executives and other professionals from our member firms. The work environment is fast-paced and the issues are constantly changing.

#### Remuneration

Negotiable, based on skills and work experience. Good benefits package.

#### Start Date

April-May, 2012

#### To apply

Please send your CV with a covering letter to [hr@ibajapan.org](mailto:hr@ibajapan.org) by April 6, 2012. In your covering letter please explain why you are interested in the position and how your experience is relevant.