

WE_1.2

Handout (1 of 2 pages)

Labour Market Survey

Name: Mana Kosugi

Directions: Review the information about your future career in Japan (or any career that interests you). Under each heading below, write down the most important facts from your research. Use sentences and try to *summarize* important facts rather than copying information word for word from any website.

Part 1 – Overview

- Management Support Services
- Collaboration with related internal departments and communication of instructions
- Liaison and coordination with business partners
- Preparation of minutes and related documents for various meetings.
- Daily business coordination and clerical work

Part 2 – Earnings

Annual income 4 million yen ~ 8 million yen

Part 3 – Duties

- Schedule coordination, negotiation with internal and external parties, dinner arrangements, etc.
- Other incidental work (telephone, e-mail, visitor relations, document preparation, expense reimbursement, etc.)

Part 4 – Work Environment

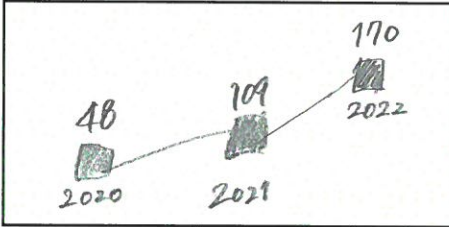
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Assistant / Office Work > General Administration / Sales Administration
General Affairs / Secretarial



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Part 5 – Workforce and Employment Statistics



The number of employees doubled in one year.

Part 6 – Job Requirements

Excellent human resources who can flexibly respond to new challenges

Part 7 – Career Paths

I could learn how to paperwork, accounting, and business through a series of duties.

Part 8 – Employment Outlook

As a new company, I can grow as the company grows in the future.

Part 9 – Insights from Industry

After he entered the company, I studied the structure of the apparel industry, brand management, and marketing, which I did not understand at all. In doing so, people in other departments willingly gave me lectures and taught me about the brand's structure. He felt that this is an environment where "people who seek growth are generously invested in."