



## Job Description - Aircraft Trader

1.	<b>Position</b>	Title – Associate Function – Assistant Trader
2.	<b>Department</b>	Aircraft Sales
3.	<b>The details about the department</b>	Aircraft cross-border trading, aircraft to include helicopters, regional jets, turboprops, and small-business jets. A well-experienced trader who is the Executive Vice President of the company leads the team with two traders and one sales assistant.
4.	<b>Company Description</b>	Family-owned aircraft leasing and trading company with a specialty in general aviation (a sector that covers all of aviation apart from military and commercial airlines). ITC has an operating history of over 30 years. A well-experienced commercial director leads the company as president and CEO. The company is often perceived to be unique in the sense that the company's internal language is predominantly English, with a multi-cultural office, where you will be working with people from Australia, Canada, the UK, Peru, the Philippines, Pakistan, and Japan. The company has customers worldwide, with a primary focus on North America, Europe, Australia, and New Zealand.
5.	<b>Employment status</b>	Permanent
6.	<b>Period of employment</b>	Full-time employees: No stipulations (65 years old with retirement age system).
7.	<b>Probational Period</b>	Six months
8.	<b>Salary range</b>	<ul style="list-style-type: none"><li>✧ Depending on the experience.</li><li>✧ If performance is as expected a bonus equivalent to two months' salary shall be paid twice per year in summer and in winter, hence a total of four months additional salary. Exceptional performance may be subject to an additional bonus.</li><li>✧ A salary review is done every six months, where fair assessment would allow salary raises and extra bonuses for those who exceed their qualitative or quantitative targets.</li></ul>
9.	<b>On-the-job training</b>	Intensive on-the-job training shall be provided throughout and beyond the probational period. The candidate would be expected to be proactive in learning.
10.	<b>Recruitment background</b>	Due to organisational expansion, we need more assistant traders who can help us grow, develop their own careers, and be sales focused.
11.	<b>Expected joining date</b>	As soon as possible



12.	<b>Role Summary</b>	Assist traders, especially the Head of Aircraft Sales, to materialise deals efficiently with a focus on customer satisfaction and creating sales opportunities.
13.	<b>Tasks</b>	<ul style="list-style-type: none"><li>✧ Work on general marketing and generation of marketing material.</li><li>✧ Assist with aircraft inspections and valuations with the collaboration of the Asset Management Team.</li><li>✧ Manage projects and liaison with various departments.</li><li>✧ Negotiate commercial terms with advice from a supervisor.</li><li>✧ Use of various online valuation tools, databases, and marketing websites.</li><li>✧ Any other tasks associated with the above.</li></ul>
14.	<b>Qualification Requirements</b>	<ul style="list-style-type: none"><li>✧ Substantial commercial and sales background.</li><li>✧ Good PC skills (including Excel, PowerPoint, and Word).</li><li>✧ Genuine Interest in the aviation industry and aircraft.</li><li>✧ As we plan to give intensive on-the-job training, the mentioned “Desired Characteristics” may be more critical.</li></ul>
15.	<b>Language</b>	Fluent in English and Japanese (at least English business level).
16.	<b>Desired Characteristics</b>	<ul style="list-style-type: none"><li>✧ Eager to go through such intensive on-the-job training.</li><li>✧ A natural communicator and team player.</li><li>✧ Strong sense of ownership, a natural leader.</li><li>✧ A positive /energetic person.</li><li>✧ A good logical thinker and a good listener. It is ideal if one has lived abroad and been exposed to various cultures including Japanese.</li><li>✧ Clean / well-organized / detail-oriented person.</li><li>✧ Interests/passion outside of work, i.e., a hobby, focused on work/life balance: work hard, play hard.</li></ul>
17.	<b>Others</b>	The company will be flexible and open-minded to consider additional/specific terms for the right candidate.

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## Job Description – Lease Sales (Operators)

1.	<b>Position</b>	Title – Associate or Assistant Manager Function – Lease Sales
2.	<b>Department</b>	Lease Sales (Operators)
3.	<b>Details about the department</b>	New position. One assistant manager or associate, depending on sales and marketing experience and profile. Reporting line: President and Executive Vice President (Daily reporting shall be made solely in English, but other communication may require Japanese).
4.	<b>Company Description</b>	Family-owned aircraft leasing and trading company with a specialty in general aviation (a sector that covers all of aviation apart from military and commercial airlines). ITC has an operating history of over 30 years. A well-experienced commercial director leads the company as president and CEO. The company is often perceived to be unique in the sense that the company's internal language is predominantly English, with a multi-cultural office, where you will be working with people from Australia, Canada, the UK, Peru, the Philippines, Pakistan, as well as Japan. The company has customers worldwide, with a primary focus on North America, Europe, Australia, and New Zealand.
5.	<b>Employment Status and Period</b>	Permanent (until statutory retirement age), full-time employment
6.	<b>Probational Period</b>	Six months
7.	<b>Salary range</b>	✧ Depending on the experience. ✧ If performance is as expected a bonus equivalent to two months' salary shall be paid twice per year in summer and in winter, hence a total of four months additional salary. Exceptional performance may be subject to an additional bonus. ✧ A salary review is performed every six months, where fair assessment would allow salary raises.
8.	<b>On-the-job training</b>	Intensive on-the-job training shall be provided throughout and beyond the probational period. The candidate would be expected to be proactive in learning.
9.	<b>Recruitment background</b>	Due to organizational expansion, we need more team members to coordinate/assist/drive sales, transactions, client relations, and management of sales pipeline to support company growth, whilst developing their own careers.
10.	<b>Expected joining date</b>	As soon as possible
11.	<b>Role Summary</b>	This department is responsible for identifying, executing, and coordinating aircraft



		<p>lease sales at a project level, focusing on managing the transaction and the client relationship. Depending on experience, ownership of the project will commence after key terms have been negotiated with the client by senior management, with a long-term hope for the right candidate to take on negotiation responsibilities and initiate new business.</p> <p>A. An Associate candidate will be expected to support the management and their communication with existing and new clients, focusing on marketing and building relationships.</p> <p>B. An Assistant Manager candidate will be expected to display strong project management skills, coordinating various internal/external departments so that the transaction successfully closes. An Assistant Manager of sales will involve a greater level of expectation to source and develop new business by identifying and chasing their own leads.</p>
<b>12.</b>	<b>Tasks</b>	<ul style="list-style-type: none"> <li>✧ Conduct marketing through a range of platforms and methods, coordinating with management and the public/client relations manager.</li> <li>✧ Support management on the initiation of relationships with new customers and solidify relationships with existing customers.</li> <li>✧ Research the Aircraft's current value, future value and marketability, using our database and come up with the lease proposal.</li> <li>✧ Coordinate with our Legal Department or Credit Department, conveying the required documents for us to complete the customer assessment.</li> <li>✧ Planning, scheduling, and executing transactions at a project level.</li> <li>✧ Awareness and coordination of the progress of related departments.</li> <li>✧ Identifying and solving project-delaying bottlenecks.</li> <li>✧ Budgeting third-party costs and overall project costs.</li> <li>✧ Responsibility for transactional payments being made to meet transaction deadlines.</li> <li>✧ Oversight of internal approval of transactions.</li> <li>✧ Coordinating with various departments so that ITC can make informed/optimized decisions, tying together technical, commercial, and legal considerations.</li> </ul>
<b>13.</b>	<b>Qualifications/Skills</b>	<ul style="list-style-type: none"> <li>✧ A bachelor's degree or similar – commerce, engineering, financial, or legal qualifications may be beneficial.</li> <li>✧ Outstanding PC Skills (Power Point, Word, and Excel)</li> <li>✧ Outstanding Presentation Skills.</li> <li>✧ Strong in number.</li> </ul>



		<ul style="list-style-type: none"><li>✧ Ability to manage, or the motivation to learn how to handle competing needs in a cross-border environment.</li><li>✧ Solution-oriented, time-focused with a mindset to resolve problems now rather than later.</li><li>✧ Ability to project manage, multi-task and adapt to different audiences/perspectives.</li><li>✧ A keen interest in understanding the general aviation industry.</li><li>✧ Strong coordination and multi-tasking skills.</li></ul>
<b>14.</b>	<b>Language</b>	English Business / Native Japanese beneficial.
<b>15.</b>	<b>Desired Characteristics</b>	<ul style="list-style-type: none"><li>✧ Eager to learn, including during intensive on-the-job training.</li><li>✧ Awareness of own limits and ability to ask for help.</li><li>✧ Open-minded and realistic about the steep learning curve of entering a new industry/organisation.</li><li>✧ A natural communicator and team player.</li><li>✧ Strong sense of ownership, a natural leader.</li><li>✧ A positive and energetic person.</li><li>✧ A good logical thinker and a good listener. It is ideal if one has lived abroad and been exposed to various cultures. Please see above for the geographical distribution of our customers.</li><li>✧ Professional, well-organized and detail oriented.</li><li>✧ Interests/passion outside of work, i.e., a hobby, focused on work/life balance: work hard, play hard.</li></ul>
<b>16.</b>	<b>Others</b>	The company will be flexible and open-minded to consider additional/specific terms for the right candidate.

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## Job Description - PR

1.	<b>Position</b>	Title – Associate Function – Public Relationship
2.	<b>Department</b>	President’s Office
3.	<b>Details about the department</b>	Increasing Company Presence within and outside the industry, domestically and overseas. The company sponsors exhibitions and conferences a few times a year and holds constant seminars catered to investors.  President’s Office directly supports the strategic functions of the President. Members of the President’s office usually are specialists in different specific areas and will be working on the specific projects assigned by the President, reporting directly to the President.
4.	<b>Company Description</b>	Family-owned aircraft leasing and trading company with a specialty in general aviation (a sector that covers all of aviation apart from military and commercial airlines). ITC has an operating history of over 30 years. A well-experienced commercial director leads the company as president and CEO. The company is often perceived to be unique in the sense that the company's internal language is predominantly English, with a multi-cultural office, where you will be working with people from Australia, Canada, the UK, Peru, the Philippines, Pakistan, and Japan. The company has customers worldwide, primarily focusing on North America, Europe, Australia, and New Zealand.
5.	<b>Employment status</b>	Permanent employment
6.	<b>Period of employment</b>	Full-time employees: No stipulations (65 years old with retirement age system).
7.	<b>Probational Period</b>	Six months
8.	<b>Salary range</b>	<ul style="list-style-type: none"><li>✧ Depending on the experience level.</li><li>✧ If performance is as expected a bonus equivalent to two months’ salary equivalent shall be provided in summer and in winter, hence a total of four months monthly salary.</li><li>✧ A salary review is done every six months throughout its performance, where fair assessment would allow salary raises and extra bonuses for those who exceeded their qualitative or quantitative target.</li></ul>
9.	<b>On-the-job training</b>	This is a new initiative where the company is drastically reviewing its advertising strategy and affairs of public relations.
10.	<b>Recruitment background</b>	Due to organisational expansion and strategy, management must review the



		general marketing public relationship strategy.
11.	<b>Expected joining date</b>	As soon as possible
12.	<b>Role Summary</b>	<p>Manage the company's public image to our financier and our operating customers and industry pierces by strategically creating the press release, using Linked in, Facebook, and any other SNS coordinating with the IT-System department within the President's Office.</p> <p>Manage the overseas and domestic exhibitions and conferences coordinating with the organiser and vendors.</p> <p>Work with the magazine publisher to publish ITC's advertisements and articles.</p>
13.	<b>Task</b>	<ul style="list-style-type: none"> <li>✧ Operation management and updating of the website (corporate site)</li> <li>✧ Manage materials for various media such as e-greeting cards, greeting cards, e-mails, newsletters, SNS, pamphlets, etc.</li> <li>✧ Creation and distribution of press releases</li> <li>✧ Webinar planning and operation</li> <li>✧ Manage CI, logo maintenance, business cards, email signatures, profile pictures, and photos used on websites</li> <li>✧ Coordinate with various vendors and in-house personnel</li> <li>✧ Manage company publications and advertisements</li> <li>✧ Manage corporate events (Collaborate with related departments)</li> <li>✧ Research what is new with our customer or lessee and prepare a market overview collaborating with the research department.</li> </ul>
14.	<b>Qualification Requirements</b>	<ul style="list-style-type: none"> <li>✧ Substantial public relationship and marketing background.</li> <li>✧ Good PC skills: Excel, PowerPoint, Word, WordPress, Photoshop, and Illustrator.</li> <li>✧ Genuine interest in our industry and aircraft.</li> <li>✧ Website skills useful for SNS.</li> <li>✧ As we plan to give intensive on-the-job training, the mentioned "Desired Characteristics" may be more critical.</li> </ul>
15.	<b>Language</b>	Fluent in English and Japanese (at least English business level).
16.	<b>Desired Characteristics</b>	<ul style="list-style-type: none"> <li>✧ Eager to go through such intensive on-the-job training.</li> <li>✧ A natural communicator and team player</li> <li>✧ Strong sense of ownership, a natural leader</li> <li>✧ A happy/energetic person</li> <li>✧ Good Logical thinker and a good listener. It is ideal if one has lived abroad and been exposed to non-Japanese culture</li> <li>✧ Clean / Well-organized / Detail-oriented person</li> </ul>



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		<ul style="list-style-type: none"><li>✧ A person with full curiosity and good colour coordination skills</li><li>✧ A person with a hobby focusing on work and life balance: Work hard, Play hard</li></ul>
17.	<b>Others</b>	The company will be flexible and open-minded to consider additional/specific terms for the right candidate.





## Job Description – Corporate Planning

1.	<b>Position</b>	Title – Associate / Assistant Manager Function – Corporate Planning
2.	<b>Department</b>	President’s Office
3.	<b>Details about the department</b>	President’s Office directly supports the strategic functions of the President. Members of the President’s office usually are specialists in different specific areas and will be working on the specific projects assigned by the President, reporting directly to the President.
4.	<b>Company Description</b>	Family-owned aircraft leasing and trading company with a specialty in general aviation (a sector that covers all of aviation apart from military and commercial airlines). ITC has an operating history of over 30 years. A well-experienced commercial director leads the company as president and CEO. The company is often perceived to be unique in the sense that the company's internal language is predominantly English, with a multi-cultural office, where you will be working with people from Australia, Canada, the UK, Peru, the Philippines, Pakistan, as well as Japan. The company has customers worldwide, with a primary focus on North America, Europe, Australia, and New Zealand.
5.	<b>Employment status</b>	Permanent employment
6.	<b>Period of employment</b>	Full-time employees: No stipulations (65 years old with retirement age system).
7.	<b>Probational Period</b>	Six months
8.	<b>Salary range</b>	✧ Depending on the experience. ✧ If performance is as expected a bonus equivalent to two months’ salary shall be paid twice per year in summer and in winter, hence a total of four months as an additional salary. A salary review is performed every six months, where fair assessment would allow salary raises and extra bonuses for those who exceed their qualitative or quantitative targets.
9.	<b>On-the-job training</b>	While we are looking for a candidate with existing skills in corporate planning, intensive on-the-job training shall be provided throughout and beyond the probational period unless the candidate comes from the same industry of General Aviation. The candidate would be expected to be proactive in learning about the company and more importantly about the industry.
10.	<b>Recruitment background</b>	Due to organisational expansion, we need ‘Financial Controller & Corporate Planning’ functioned personnel who may help us plan our growth and convey such



		growth strategy to our financier, and investors, whilst developing their own careers
11.	<b>Expected joining date</b>	As soon as possible
12.	<b>Role Summary</b>	<p>Responsible for supporting management's business decisions by conceptualizing financial strategies, medium to long-term management strategies, and business initiatives.</p> <ul style="list-style-type: none"> <li>✧ Assess the business pipeline.</li> <li>✧ Planning, progress management, and review of business plans</li> <li>✧ Investor relations</li> </ul>
13.	<b>Tasks</b>	<ul style="list-style-type: none"> <li>✧ Planning, progress management, and review of medium to long-term business plans with Finance &amp; Accounting</li> <li>✧ Planning, progress management, and review of a single-year budget with Finance &amp; Accounting</li> <li>✧ Controller duties (Performance analysis and coordination with sales divisions)</li> <li>✧ Visualization of sales activities through the use of internal systems</li> <li>✧ Preparation of IR materials (Annual report, etc.)</li> </ul> <p>Whilst it may seem to be a lot, the company is still small enough for one person to be able to conduct all the above and report to the CEO.</p>
14.	<b>Qualification Requirements</b>	<ul style="list-style-type: none"> <li>✧ Experience in corporate planning or financial controller</li> <li>✧ Outstanding PC Skills (PowerPoint, Word, and Excel)</li> <li>✧ Experience in public speaking</li> <li>✧ Accounting knowledge</li> <li>✧ Project Management skills that involve multiple divisions</li> <li>✧ Experience in dealing with different cultures.</li> </ul>
15.	<b>Language</b>	Business Level in English and Native level in Japanese
16.	<b>Desired Characteristics</b>	<ul style="list-style-type: none"> <li>✧ Curious enough to go through such intensive on-the-job training.</li> <li>✧ A natural communicator and team player.</li> <li>✧ Strong sense of ownership, a natural leader.</li> <li>✧ A positive /energetic person.</li> <li>✧ A good logical thinker and a good listener.</li> <li>✧ Clean / well-organized / detail-oriented person.</li> <li>✧ A person with a hobby focusing on work and life balance: work hard, play hard.</li> </ul>
17.	<b>Others</b>	The company will be flexible and open-minded to consider additional/specific terms for the right candidate.