



Job Description
Corporate Staff

Key Responsibilities

- Manage PD Aerospace office in R&D Center
- Act as point of contact for vendors and technicians
- Calculate and control expenses for bookkeeping
- Manage R&D center building, equipment and surrounding environment
- Run meetings, plan and write business documents
- Administer daily activities in R&D center such as document management and procurement of necessities.
- Other administrative work within PD Aerospace R&D Center

Requirements/Essential Skills

- Graduated from junior college or vocational college (associate degree) or possess equal certification, skill and knowledge.
- Able to use MS Word, MS Excel, MS Powerpoint or other office program

Preferred Skills

- Experienced in bookkeeping and using bookkeeping program
- Experienced and actively participated in workplace improvement
- 3 years of work experience in corporate setting

Basic/other Skills

- English proficiency (equal or above TOEIC 550, TOEFL iBT 57 points)
- Able to find, analyze and solve problem independently
- Knowledge of Japanese is not required but useful
- Proactive and have enough flexibility to move and/or support other team
- Experience working in small diverse teams
- Possess broad knowledge willing to learn new knowledge in various areas regardless of specialization

Location

Hekinan city, Aichi prefecture, Japan. Occasional trip and short term stay in Okinawa may be required.

Intake process

Download required application documents on the link below

Fill documents and send to info@pdas.co.jp

https://pdas.co.jp/documents/PDAS_member_documents-set.zip

Candidate that pass document screening will be contacted to schedule 1st round of interview.

Please address any question to info@pdas.co.jp

About PD Aerospace

PD Aerospace is a space start-up company that was founded in 2007. PD Aerospace is developing a fully reusable space plane equipped with original technology engine (technology successfully tested in 2017). PD Aerospace is currently developing unmanned space plane to cultivate core technology and planned to start commercial manned spaceflight.