

"Gyroscorp, an International program company in Sasebo, wants to hire three native English speakers who want to participate in a newly founded "Downtown Sasebo Project." This project will run for at least five months from October 15, 2012, funded by the local government. This project will involves the following three positions:"

Please contact Mr. Jiro Katsura at: jirokatsura@gyroscorp.jp concerning the following three positions.

A. Marketing and Communication Advisor

1. Scope of work:

Give practical advice to Yonkacho Merchants Association (YMA)

- a) to help YMA develop bilingual website and social network sites
- b) to help YMA publish a Shopping Guide for non-Japanese visitors

2. Requirements:

- a) native English speaker
- b) college graduate preferred
- c) experience in working on Marketing and Communication projects
- d) knowledgeable about Web and social networking systems
- e) IT skills on MS Office plus graphic software such as Ai and Photoshop

B. Landscaping Advisor

1. Scope of work:

- a) propose a ground design of the future Arcade by referring to a benchmark shopping arcade in USA.
- b) to help YMA create design templates for bilingual shop signages
- c) to help YMA member shops create bilingual menu or displays

2. Requirements:

- a) native English speaker
- b) work experience in architecture, advertising or design company or strong interest in landscaping of shopping areas
- c) college graduate preferred

C. Coordination Assistant

1. Scope of work:

- a) to liaise with both Japanese and American advisors to avoid any misunderstanding within the team
- b) to assist the project leader, Jiro Katsura, in leading the two projects
- c) to keep the project progressing in the absence of the project leader

2. Requirement:

- a) completely bilingual in English and Japanese
- b) college graduate or university students
- c) Microsoft Office and general IT skills
- d) friendly character

3. This position must register at Hello Work Employment Agency in Sasebo.

Work hours for the Position A will be for 2-3 hours in the afternoon on every Saturday or Sunday. Work hours for Position B will be the same as the Position A but it will be performed on the other weekend day. Payment for position A and B will be 20,000 yen a month. Work hours for Position C will cover work hours for the Position A and B and the hourly payment will be 800 yen