

Are you the **component** we need?!? Open-minded, team player, passionate and hard-working?

Find out by searching our job openings and learning why it's great to work at **Taiyo Yuden (U.S.A.) Inc.**

TOP TEN Great Things about Taiyo Yuden (U.S.A.) Inc.

1. Innovative / Best in Class Product Line
2. Management Philosophy: Our management philosophy focuses on "employee well-being," "betterment of local communities" and "responsibility to provide returns to shareholders."
3. Large company transactions with a small company feel
4. Emphasis on employee growth and promoting from within
5. Fast paced, constantly changing, never boring work environment
6. Diverse work force and office culture
7. Open door policy with managers and opportunities to be HEARD
8. Top down commitment to wellness and employee health – San Diego Business Journal 2014 Healthiest Company Nominee
9. Great employee benefit package including health, dental, vision, life, flexible spending, 401k with match, bonus plan and MORE...
10. THE PEOPLE!!

## **Marketing Assistant (San Jose)**

**May 2, 2017**

### **ABOUT TAIYO YUDEN:**

Taiyo Yuden (U.S.A.) Inc., or (UTY), produces surface-mount and leaded passive electronic components as well as functional modules that incorporate active components. Product lines include capacitors, inductors, ferrite beads, EMI filters, ferrite cores, resonators and LC filters, functional modules, Energy Devices(Super Capacitors), and SAW/FBAR filters and modules. UTY is a wholly owned subsidiary of a Taiyo Yuden Co., Ltd. We manage all sales, distribution and related operations for North and South America. The US operations headquarters is located in Solana Beach, California. UTY has sales offices throughout the US and Canada. We operate warehouses in Torrance, California and McAllen, Texas.

### **ESSENTIAL JOB FUNCTIONS:**

#### **1. Marketing Assistant.**

- Assist corporate marketing related tasks, such as ads campaign schedule coordination and execution, invoice processing, exhibition event preparation and so on.
- Assist preparation and coordinate deliveries of marketing collaterals and / or promotional items for UTY sales and distributors to promote TY products.
- Assist marketing research projects.
- Generate reports from CRM and other systems to fulfill management needs.
- Input data in CRM and maintain its accuracy and consistency in master database.

- Receive customer inquiries and follow up to respond them, or find appropriate account managers and sales offices to forward the inquiries so that they can contact customers for follow-up.

**2. Office Administrator.**

- Call screening to block solicitors and appropriately handle customer calls.
- Shipping & receiving of office mails.
- Coordinate maintenance, security and other requirement tasks.
- Provide/coordinate admin supports (incl. conference room appointments, WebEx set up, other technical testing between offices) for office employees.
- Order and ensure delivery of office supplies and office equipment upon request and approval.
- Back up other office-related duties if not assigned but someone else in the office is handling.

**3. Other Responsibilities as Needed.**

- Assist UTY sales with sales assistant tasks, back up inside sales tasks as needed.
- Performs other related duties and projects as assigned by management.

**EDUCATION AND EXPERIENCE:**

BA degree or equivalent: 2+ years marketing and administrative assistant experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge and strong interest in IT and / or semiconductor industry.
2. Ability to pay close attention to details and handle multi-task assignments.
3. Knowledge and skills in computer software programs (Microsoft Outlook, Word, Excel, PowerPoint).
4. Knowledge of web portal system, such as Microsoft SharePoint.
5. Strong written and oral communication skills in English. Japanese language skill is a plus but not required.
6. Ability to communicate with co-workers, and business contacts in a courteous and professional manner.
7. Ability to cope with pressure to meet deadlines when work speed and sustained accuracy are paramount.

**OTHER SKILLS AND ABILITIES:**

- Continuous sitting and some standing.
- Ability to lift and carry boxes or objects that weigh 20lbs or heavier
- Ability to withstand long airplane journeys (in coach/economy class) in the course of business, if needed.