

## **HELP – I need somebody – at least one day a week!**

Business is growing and I need some support to get leverage and focus on the right things!

I'm looking for an organized but flexible person who loves to communicate, quickly creates relations and can get the Garuda message across in no time. An outgoing personality with a lot of drive is needed also to grab all the details that now need to be fixed at Garuda Japan. And very good at English is a must - as well as Japanese!

*Key tasks are:*

- General operational support and assistance
- Presentation meeting bookings by phone
- Various shorter translations into Japanese
- Help updating and upgrading Marketing & Sales material
- Support the development of a new Website
- Implement and run a basic CRM system
- Run occasional Market Research projects

The office is in Ebisu, but most tasks can also be done from home. We are flexible - if you are!

Give me a call on 090-9825-4342 or an e-mail to [mbz@garudajapan.com](mailto:mbz@garudajapan.com)

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Garuda, an International HR Assessment and Development company with European roots, has the answers to most of the questions about Tekizai-Tekisho or "Putting the right person in the right job"- we have been helping customers do just that for almost 30 years.

So, what is most important when you want to match the right person with the job? Is it Inner Personality, Outer Behavior, Experience or Paper Skills? And what's the *real* cost for picking the wrong guy?

To be frank - it is all about personality! Skills are necessary and the right behavior is important - but none of these have any real value if the basic personality is wrong. Garuda knows how to uncover a person's actual potential for professional success and help you get it right!

Here are some examples of what we can do with our psychometric tools and systems for companies, organizations, executive search firms and recruiters:

- **Personality profiling and matching of candidates**
- **Assessment of Leader- and Management potential**
- **Evaluating real fitness for sales positions**
- **Mapping out the Corporate Climate**
- **Creating a 360° basis for Individual Coaching**
- **Analyzing and Optimizing teams**
- **Team development Seminars**
- **Leader training seminars**
- **Cross-Cultural Training**
- **Web-recruitment ranking Tools**