



## **About weConnect**

weConnect partners with scaling companies who want to enter and operate in foreign markets by ensuring they have an optimally smooth experience when registering a company, recruiting a team, and building their business in such their target country.

weConnect does this by making sure their company is structured properly and that all compliance related to accounting, payroll, tax, HR, immigration and legal requirements are handled correctly.

Our team brings best-in-class service, technology, and technical advisory to the table and has collectively helped nearly 3,000 foreign companies expand and operate in foreign markets the last 15 years.

## **Who is weConnect to You**

As a **Commercial Associate** you will be supporting our US Director during online and in-person discussions with companies headquartered in the US and around the world who plan to expand internationally.

You will be trained to support and eventually lead discussions on how to set up and operate companies efficiently and compliantly in all industries including technology, SaaS, blockchain, fintech, online platforms (like Uber, Amazon, AirBnB), media (like Netflix), gaming (like Blizzard, King.com), travel, medical device, pharmaceutical, fast-moving consumer goods (FMCG), professional services, financial services, venture capital, private equity, and non-profits.

While you work you will learn how companies are formed, structured, managed, scaled and kept compliant as they grow. Working with weConnect is like getting your MBA while working with like-minded people and getting paid to do so.

## **Key Requirements to Join the Team**

You must:

1. Have an interest in international business
2. Be competitive
3. Be intelligent
4. Enjoy speaking with new people every day
5. Be a fast learner

6. Have exceptional communication skills
7. Dress and act professionally
8. Have a 4-year degree

### **Responsibilities of the Job**

*(you will be trained on how to handle the below)*

#### Commercial Operations Support (this is the majority of your time)

- Coordination and preparation for client video calls and in-person meetings.
- Taking meeting notes
- Coordinating answers to client inquiries
- Drafting and presenting proposals
- Drafting and sending service contracts
- Negotiating contract terms
- Being an escalation point for the client's ongoing service and additional needs in or outside of Japan
- Following up on leads

You will be the first impression of weConnect in the eyes of our clients and thus your role is the first step towards onboarding new clients to our support services. Once a client has committed to our support you will summarize and share all information collected throughout the commercial process to handover to our implementation team who will build the foundation of the service with the client stakeholders. This is a pivotal moment as you will be summarizing weeks, even months, of conversations for your colleagues to take forward. At this point your colleagues will have very little idea of what has been discussed, said, and agreed so your attention to detail and care for their wellbeing is paramount.

#### Business Development Efforts

- Arranging in-person lunches, dinners, events, and presentations with service partners.
- Project manage ad-hoc commercial initiatives.
- Attending events to network.

- Collecting and documenting new contact information in our database for further development and nurturing.

**Success in this Position**

- Within 12 months of starting be able to lead initial client calls on your own and usher deals to the point where a mutually beneficial contract is signed between weConnect and the client.
- Our US Director can rely on you and more responsibility can be given to you, relieving him of certain work he no longer can prioritize.

**Interested?** Apply directly by sending your resume to Derek Begue:  
[derek.begue@weconnect.co](mailto:derek.begue@weconnect.co)