

Skill Area and Skill Proficiency

(2) Sales

English edition Draft 1.0 December.2006

Skill Area

Job career: Sales

Skill Area of Sales

	Specialty Field	Skill Item
Career common skill item	All Specialty Field	<div> <ul style="list-style-type: none"> ●Analytical of Customers' Environments Industry knowledge tatus of industry competition, Customer's business contents, Policies of customer's management, Financial analytical, IT environments, Decision processes, Industry trends ●Proposal of IT Solution Latest technology trends, Latest application trends, Organization of teams, Utilization of consulting technique, Selection of proposal solutions, Proposal of solutions, Decision processes, Information on competing products ●Management of Customer Satisfaction Management of customer satisfaction ●Sales Administration Management Contract Administration, Management of orders, Payments management, collection management, Profit and loss management, Contract negotiation, Sales legal, Corporate ethics, Sales management ●Business strategy Grasp of customer's business strategies, Investigation and analytical of problems and needs, Analytical of disincentives, Customers' IT strategies, Sales strategies, and Formulation marketing strategies </div> <div> <ul style="list-style-type: none"> ●Project Management Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project Human Resource Management, Project Communications Management, Project Risk Management, Project Procurement Management ●Leadership Leadership ●Communication 2-Way communication, Distribution of information, Organization and analytical and retrieval of information ●Negotiation Negotiation </div>
Specialty Field specific skill item	Consulting sales by visiting customers	<ul style="list-style-type: none"> ●Construction of Relationships with Customers Grasp of customer's preference in IT service transaction forms
	Product sales by visiting customers	<ul style="list-style-type: none"> ●Specific Products, Service Technology Selection of solutions, Demonstration, Product service technologies
	Media-based sales	<ul style="list-style-type: none"> ●Utilization of Sales Media Sales media, Campaign management

Skill Proficiency/Knowledge Items

Job career: Sales

Specialty Field: Consulting sales by visiting

Specialty Field:

Consulting sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Analytical of Customers' Environments</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Industry knowledge -Status of industry competition -Customer's business contents -Policies of customer's management -Financial analytical -IT environments -Decision processes -Industry trends 	Level 7	Able to carry out analytical of internal environments and external environments of market that form a base for planning of business strategy of the whole industry, based on long term perspective on industry and technical trends, as a responsible person of sales of the whole specific industry or equivalent market segment,
	Level 6	Able to carry out analytical of internal environments and external environments of market that form a base for planning of business strategy, based on long term perspective on industry and technical trends, as a responsible person of sales of one company or more with 5000 employees or more, or whole specific subindustry or equivalent market segment.
	Level 5	Able to carry out analytical of internal environments and external environments of market that form a base for planning of business strategy, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 4	Able to carry out analytical of internal environments and external environments of customer that form a base for planning of business strategy in the assigned market, as a responsible person of sales of one company or more from 1000 but less than 3000 employees, or equivalent market segment.
	Level 3	Able to carry out analytical of internal environments and external environments of the customer, that form a base for planning of product business strategy, as a responsible person of sales of one company or more from 300 but less than 1000 employees, or equivalent market segment.

Specialty Field:

Consulting sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Proposal of IT Solution</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Latest technology trends -Latest application trends -Acquire team -Utilization of consulting technologies -Selection of solutions -Proposal of solutions -Information on competing products 	Level 7	Able to propose on advanced and strategic IT solutions that lead specific industry business, and create new markets, based on long term perspective on industry and technical trends, as a responsible person of sales of the whole specific industry or equivalent market segment.
	Level 6	Able to propose on advanced and strategic IT solutions that lead specific subindustry business, and create new markets, based on long term perspective on industry and technical trends, as a responsible person of sales of one company or more with 5000 employees or more, or whole specific subindustry or equivalent market segment.
	Level 5	Able to propose on progressive and strategically IT solution that satisfies customer needs, based on mid to long term business strategy, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 4	Able to propose on IT solution that satisfies customer needs, based on short to mid term business strategy, as a responsible person of sales of one company or more from 1000 but less than 3000 employees, or equivalent market segment.
	Level 3	Able to propose on IT solution that satisfies customer needs, based on short to mid term business strategy, as a responsible person of sales of one company or more from 300 but less than 1000 employees, or equivalent market segment.

Specialty Field:

Consulting sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Management of Customer Satisfaction</p> <p>[Knowledge Items]</p> <p>-Management of customer satisfaction</p>	Level 7	Able to carry out the management for customer satisfaction improvement across mid to long term, by having responsibility for all customer satisfaction in the assigned market, as a responsible person of sales of the whole specific industry or equivalent market segment,
	Level 6	Able to carry out the management for customer satisfaction improvement across mid to long term, by having responsibility for all customer satisfaction in the assigned market, as a responsible person of sales of one company or more with 5000 employees or more, or whole specific subindustry or equivalent market segment.
	Level 5	Able to carry out the management for customer satisfaction improvement across mid to long term, by having responsibility for all customer satisfaction in the assigned market, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 4	Able to carry out the sales activity management for customer satisfaction improvement by carrying out evaluation and analytical of customer satisfaction in the assigned market, as a responsible person of sales of one company or more from 1000 but less than 3000 employees, or equivalent market segment.
	Level 3	Able to carry out the management for customer satisfaction improvement across mid to long term, by carrying out analytical and evaluation of customer satisfaction in the assigned market, as a responsible person of sales of one company or more from 300 but less than 1000 employees, or equivalent market segment.

Specialty Field:

Consulting sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Sales Administration Management</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Contract Administration -Management of orders -Payments management, collection management -Profit and loss management -Contract negotiation -Sales legal -Corporate ethics -Sales management 	Level 7	Able to manage Sales administration by having responsibility for all Office Work including complex contracts with a lot of exceptional points, and new contract formation for newly created markets in the assigned market, as a responsible person of sales of the whole specific industry or equivalent market segment,
	Level 6	Able to manage Sales administration by having responsibility for all office work including complex contracts with a lot of exceptional points, and new contract formation for newly created markets in the assigned market, as a responsible person of sales of one company or more with 5000 employees or more, or whole specific subindustry or equivalent market segment.
	Level 5	Able to manage sales administration by having responsibility for all office work including contracts with exceptional points in the assigned market, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 4	Able to perform sales office work including contracts with exceptional points in the assigned market, as a responsible person of sales of one company or more from 1000 but less than 3000 employees, or equivalent market segment.
	Level 3	Able to perform sales office work by having responsibility for all office work including contracts with exceptional points in the assigned market, as a responsible person of sales of one company or more from 300 but less than 1000 employees, or equivalent market segment.

Specialty Field:

Consulting sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Business strategy</p> <p>[Knowledge Items]</p> <p>-Grasp of customer's business strategies</p> <p>-Investigation and analytical of problems and needs</p> <p>-Analytical of disincentives</p> <p>-Customers' IT strategies</p> <p>-Sales strategies</p> <p>-Formulation marketing strategies</p>	Level 7	Able to carry out planning of mid to long term business strategy on the whole specific industry, by analyzing problems and needs of industry based on long term perspective on industry and technical trends, as a responsible person of sales of the whole specific industry or equivalent market segment.
	Level 6	Able to carry out planning of mid to long term business strategy in the assigned market, by analyzing problems and needs of customers based on long term perspective on industry and technical trends, as a responsible person of sales of one company or more with 5000 employees or more, or whole specific subindustry or equivalent market segment.
	Level 5	Able to carry out planning of mid to long term business strategy in the assigned market, by analyzing problems and needs of customer, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 4	Able to carry out planning of short to mid term business strategy in the assigned market, by analyzing problems and needs of customers as a responsible person of sales of one company or more from 1000 but less than 3000 employees, or equivalent market segment.
	Level 3	Able to carry out planning of short to mid term business strategy in the assigned market, by analyzing problems and needs of customers, as a responsible person of sales of one company or more from 300 but less than 1000 employees, or equivalent market segment.

Specialty Field:

Consulting sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Project Management</p> <p>[Knowledge Items]</p> <p>-Project Integration Management -Project Scope Management -Project Time Management -Project Cost Management -Project Quality Management -Project Human Resource Management -Project Communications Management -Project Risk Management -Project Procurement Management</p>	Level 7	Able to carry out utilization of project management in the planning strategy and sales activity, etc, as a responsible person of sales of the whole specific industry or equivalent market segment.
	Level 6	Able to carry out utilization of project management in the planning strategy and sales activity, etc, as a responsible person of sales of one company or more with 5000 employees or more, or the whole specific subindustry or equivalent market segment.
	Level 5	Able to carry out utilization of project management in the planning strategy and sales activity, etc, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 4	Able to carry out utilization of project management in the planning strategy and sales activity, etc, as a responsible person of sales of one company or more from 1000 but less than 3000 employees, or equivalent market segment.
	Level 3	Able to carry out utilization of project management in the planning strategy and sales activity, etc, as a responsible person of sales of one company or more from 300 but less than 1000 employees, or equivalent market segment.

Specialty Field:

Consulting sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Leadership</p> <p>[Knowledge Items]</p> <p>-Leadership</p>	Level 7	Able to lead all sales activity by issuing instructions and orders to sales team and other job career categories, in order to establish competitive advantage in IT in the assigned market, as a responsible person of sales of the whole specific industry or equivalent market segment,
	Level 6	Able to lead product sales activity by issuing instructions and orders to sales team and other job career categories, in order to establish competitive advantage in products in the assigned market, as a responsible person of sales of one company or more with 5000 employees or more, or whole specific subindustry or equivalent market segment.
	Level 5	Able to lead all sales activity by issuing instructions and orders, to sales team and other job career categories, in order to establish competitive advantage in IT in the assigned market, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 4	Able to lead all sales activity by issuing instructions and orders, to sales team, by cooperating with other job career categories, in order to establish competitive advantage in IT in the assigned market, as a responsible person of sales of one company or more from 1000 but less than 3000 employees, or equivalent market segment.
	Level 3	Able to lead all sales activity by issuing instructions and orders, to sales team, by cooperating with other job career categories, in order to establish competitive advantage in IT in the assigned market, as a responsible person of sales of one company or more from 300 but less than 1000 employees, or equivalent market segment.

Specialty Field:

Consulting sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Communication</p> <p>[Knowledge Items]</p> <p>-2-Way communication -Distribution of information -Organization, analytical, and retrieval of information</p>	Level 7	Able to broadly speak by focusing on use of IT and corporate management with the responsible person on customer side, as a responsible person of sales of the whole specific industry or equivalent market segment. In addition, able to carry out proper 2Way communication, distribution of information, and organization, analytical, and retrieval of information with sales team members.
	Level 6	Able to broadly speak by focusing on utilization of IT and corporate management with the responsible person on customer side, as a responsible person of sales of one company or more with 5000 employees or more, or the whole specific subindustry or equivalent market segment. In addition, able to carry out proper 2Way communication, distribution of information, and organization, analytical, and retrieval of information with sales team members.
	Level 5	Able to broadly speak by focusing on use of IT and corporate management with the responsible person on customer side, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment. In addition, able to carry out proper 2Way communication, distribution of information, and organization, analytical, and retrieval of information with sales team members.
	Level 4	Able to broadly speak by focusing on use of IT and corporate management with the responsible person on customer side, as a responsible person of sales of one company or more from 1000 but less than 3000 employees, or equivalent market segment. In addition, able to carry out proper 2Way communication, distribution of information, and organization, analytical, and retrieval of information with sales team members.
	Level 3	Able to broadly speak by focusing on use of IT and corporate management with the responsible person on customer side, as a responsible person of sales of one company or more from 300 but less than 1000 employees, or equivalent market segment. In addition, able to carry out proper 2Way communication, distribution of information, and organization, analytical, and retrieval of information with sales team members.

Specialty Field:

Consulting sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Negotiation</p> <p>[Knowledge Items]</p> <p>-Negotiation</p>	Level 7	Able to set up a goal with the responsible person on customer side, and to make an agreement on corporate strategy, and IT strategy based on a logical basis, as a responsible person of sales of the whole specific industry or equivalent market segment, In addition, able to establish complex and difficult contract negotiations.
	Level 6	Able to set up a goal with the responsible person on customer side, and to make an agreement on corporate strategy, and IT strategy based on a logical basis, as a responsible person of sales of one company or more with 5000 employees or more, or the whole specific subindustry or equivalent market segment. In addition, able to establish complex and difficult contract negotiations.
	Level 5	Able to set up a goal with the responsible person on customer side, and to make an agreement on corporate strategy, and IT strategy based on a logical basis, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment. In addition, able to establish complex and difficult contract negotiations.
	Level 4	Able to set up a goal with the responsible person on customer side, and to make an agreement on department policy and IT policy based on a logical basis, as a responsible person of sales of one company or more from 1000 but less than 3000 employees, or equivalent market segment. In addition, able to establish exceptional contract negotiations.
	Level 3	Able to set up a goal with the responsible person on customer side, and to make an agreement on department policy and IT policy based on a logical basis, as a responsible person of sales of one company or more from 300 but less than 1000 employees, or equivalent market segment. In addition, able to establish exceptional contract negotiations.

Specialty Field:

Consulting sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Specialty Field specific skill item]</p> <p>●Construction of Relationships with Customers</p> <p>[Knowledge Items]</p> <p>-Grasp of customer's preference in IT service transaction forms</p>	Level 7	Able to carry out construction of good relations across long term, in order to perform smooth business with the responsible person on customer side, as a responsible person of sales of the whole specific industry or equivalent market segment,
	Level 6	Able to carry out construction of good relations across long term, in order to perform smooth business with the responsible person on customer side, as a responsible person of sales of one company or more with 5000 employees or more, or the whole specific subindustry or equivalent market segment.
	Level 5	Able to carry out construction of good relations across long term, in order to perform smooth business with the responsible person on customer side, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 4	Able to carry out construction of good relations across long term, in order to perform smooth business with the responsible person on customer side, as a responsible person of sales of one company or more from 1000 but less than 3000 employees, or equivalent market segment.
	Level 3	Able to carry out construction of good relations across long term, in order to perform smooth business with the responsible person on customer side, as a responsible person of sales of one company or more from 300 but less than 1000 employees, or equivalent market segment.

Skill Proficiency/Knowledge Items

Job career: Sales

Specialty Field: Product sales by visiting customers

Specialty Field:

Product sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Analytical of Customers' Environments</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Industry knowledge -Status of industry competition -Customer's business contents -Policies of customer's management -Financial analytical -IT environments -Decision processes -Industry trends 	Level 7	
	Level 6	Able to carry out analytical of internal environments and external environments of market that form a base for planning of product business strategy of the whole industry on industry and technical trends, based on long term perspective, as a responsible person of sales, of the whole specific industry or equivalent market segment.
	Level 5	Able to carry out analytical of internal environments and external environments of market that form a base for planning of product business strategy, as a responsible person of sales of one company or more with 5000 employees or more, or the whole specific subindustry or equivalent market segment.
	Level 4	Able to carry out analytical of internal environments and external environments of customer that form a base for planning of product business strategy in the assigned market, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 3	Able to carry out analytical of internal environments and external environments in the assigned market, that form a base for planning of product business strategy, as a responsible person of sales of one company or more with less than 1000 employees or equivalent market segment.

Specialty Field:

Product sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Proposal of IT Solution</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Latest technology trends -Latest application trends -Acquire team -Utilization of consulting technologies -Selection of solutions -Proposal of solutions -Information on competing products 	Level 7	
	Level 6	Able to propose on advanced and strategic IT solutions that lead specific industry product business and create new product markets, based on long term perspective on industry and technical trends, as a responsible person of sales of the whole specific industry or equivalent market segment.
	Level 5	Able to propose on advanced and strategic IT solutions that lead specific subindustry product business, and create new product markets, as a responsible person of sales of one company or more with 5000 employees or more, or the whole specific subindustry or equivalent market segment.
	Level 4	Able to propose on complex IT solution that satisfies customer needs, based on short to mid term business strategy, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 3	Able to propose on standard IT solution that satisfies customer needs, based on short to mid term business strategy, as a responsible person of sales of one company or more with less than 1000 employees or equivalent market segment.

Specialty Field:

Product sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Management of Customer Satisfaction</p> <p>[Knowledge Items]</p> <p>-Management of customer satisfaction</p>	Level 7	
	Level 6	Able to carry out the management for customer satisfaction improvement of specific products group across mid to long term, by having responsibility for all customer satisfaction of specific products group in the assigned market, as a responsible person of sales of the whole specific industry or equivalent market segment,
	Level 5	Able to carry out the management for customer satisfaction improvement of specific products group across mid to long term, by having responsibility for all customer satisfaction of specific products group in the assigned market, as a responsible person of sales of one company or more with 5000 employees or more, or whole specific subindustry or equivalent market segment.
	Level 4	Able to carry out the sales activity for customer satisfaction improvement by carrying out evaluation and analytical of customer satisfaction of specific products group in the assigned market, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 3	Able to carry out the sales activity management for customer satisfaction improvement, by carrying out evaluation and analytical of customer satisfaction of specific products group in the assigned market, as a responsible person of sales of one company or more with less than 1000 employees or equivalent market segment.

Specialty Field:

Product sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Sales Administration Management</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Contract Administration -Management of orders -Payments management, collection management -Profit and loss management -Contract negotiation -Sales legal -Corporate ethics -Sales management 	Level 7	
	Level 6	Able to manage office work for product sales by having responsibility for all office work including complex contracts with a lot of exceptional points, in the assigned product business, as a responsible person of sales of the whole specific industry or equivalent market segment.
	Level 5	Able to manage office work for product sales by having responsibility for office work including complex contracts with exceptional points in the assigned product business, as a responsible person of sales of one company or more with 5000 employees or more, or whole specific subindustry or equivalent market segment.
	Level 4	Able to perform office work for product sales including contracts with exceptional points in the assigned product business, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 3	Able to perform standard office work for product sales in the assigned product business, as a responsible person of sales of one company or more with less than 1000 employees or equivalent market segment.

Specialty Field:

Product sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Business strategy</p> <p>[Knowledge Items]</p> <p>-Grasp of customer's business strategies</p> <p>-Investigation and analytical of problems and needs</p> <p>-Analytical of disincentives</p> <p>-Customers' IT strategies</p> <p>-Sales strategies</p> <p>-Formulation marketing strategies</p>	Level 7	
	Level 6	Able to carry out planning of mid to long term product business strategy on the whole specific industry by analyzing problems and needs of industry based on long term perspective on industry and technical trends, as a responsible person of sales of the whole specific industry or equivalent market segment,
	Level 5	Able to carry out planning of mid to long term product business strategy in the assigned market, by analyzing problems and needs of customer, as a responsible person of sales of one company or more with 5000 employees or more, or the whole specific subindustry or equivalent market segment.
	Level 4	Able to carry out planning of short to mid term product business strategy in the assigned market, by analyzing problems and needs of customer as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 3	Able to carry out planning of short to mid term product business strategy in the assigned market, by analyzing problems and needs of customers, as a responsible person of sales of one company or more with less than 1000 employees or equivalent market segment.

Specialty Field:

Product sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Project Management</p> <p>[Knowledge Items]</p> <p>-Project Integration Management -Project Scope Management -Project Time Management -Project Cost Management -Project Quality Management -Project Human Resource Management -Project Communications Management -Project Risk Management -Project Procurement Management</p>	Level 7	
	Level 6	Able to carry out utilization of project management in the planning strategy and sales activity, etc, as a responsible person of sales of the whole specific industry or equivalent market segment.
	Level 5	Able to carry out utilization of project management in the planning strategy and sales activity, etc, as a responsible person of sales of one company or more with 5000 employees or more, or the whole specific subindustry or equivalent market segment.
	Level 4	Able to carry out utilization of project management in the planning strategy and sales activity, etc, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 3	Able to carry out utilization of project management in the planning strategy and sales activity, etc, as a responsible person of sales of one company or more from 1000 but less than 3000 employees, or equivalent market segment.

Specialty Field:

Product sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
[Career common skill item] ●Leadership [Knowledge Items] -Leadership	Level 7	
	Level 6	Able to lead product sales activity by issuing instructions and orders to sales team and other job career categories, in order to establish competitive advantage in products in the assigned market, as a responsible person of sales of the whole specific industry or equivalent market segment,
	Level 5	Able to lead all product sales activity by issuing instructions and orders, to sales team and other job career categories, in order to establish competitive advantage in products in the assigned market, as a responsible person of sales of one company or more with 5000 employees or more, or whole specific subindustry or equivalent market segment.
	Level 4	Able to lead all product sales activity by issuing instructions and orders, to sales team, by cooperating with other job career categories, in order to establish competitive advantage in products in the assigned market, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 3	Able to lead all product sales activity by issuing instructions and orders, to sales team, by cooperating with other job career categories, in order to establish competitive advantage in products in the assigned market, as a responsible person of sales of one company or more with less than 1000 employees or equivalent market segment.

Specialty Field:

Product sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Communication</p> <p>[Knowledge Items]</p> <p>-2-Way communication -Distribution of information -Organization, analytical, and retrieval of information</p>	Level 7	
	Level 6	Able to speak about IT strategy and corporate management with the responsible person on customer side, as a responsible person of sales of the whole specific industry or equivalent market segment, In addition, able to carry out proper 2-way communication, distribution of information, and organization, analytical, and retrieval of information with sales team members.
	Level 5	Able to speak about IT strategy and corporate management with the responsible person on customer side, as a responsible person of sales of one company or more with 5000 employees or more, or the whole specific subindustry or equivalent market segment. In addition, able to carry out proper 2-way communication, distribution of information, and organization, analytical, and retrieval of information with sales team members.
	Level 4	Able to speak about utilization of IT and department management with the responsible person on customer side, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment. In addition, able to carry out proper 2-way communication, distribution of information, and organization, analytical, and retrieval of information with sales team members.
	Level 3	Able to speak about utilization of IT, and department strategy with the responsible person on customer side, as a responsible person of sales of one company or more with less than 1000 employees, or equivalent market segment. In addition, able to carry out proper 2-way communication, distribution of information, and organization, analytical, and retrieval of information with sales team members.

Specialty Field:

Product sales by visiting customers

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
[Career common skill item] ●Negotiation [Knowledge Items] -Negotiation	Level 7	
	Level 6	Able to set up a goal with the responsible person on customer side, and to make an agreement on corporate strategy, and IT strategy based on a logical basis, as a responsible person of sales of the whole specific industry or equivalent market segment, In addition, able to establish complex and difficult contract negotiations on specific products group.
	Level 5	Able to set up a goal with the responsible person on customer side, and to make an agreement on corporate strategy, and IT strategy based on a logical basis, as a responsible person of sales of one company or more with 5000 employees or more, or the whole specific subindustry or equivalent market segment. In addition, able to establish contract negotiations on complex and difficult specific products group.
	Level 4	Able to set up a goal with the responsible person on customer side, and to make an agreement on department strategy and utilization of IT based on a logical basis, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment. In addition, able to establish complex and difficult contract negotiations.
	Level 3	Able to set up a goal with the responsible person on customer side, and to make an agreement on department policy and utilization of IT based on a logical basis, As a responsible person of sales of one company or more with less than 1000 employees or equivalent market segment. In addition, able to establish contract negotiations on standard specific products group.

Specialty Field: Product sales by visiting customers	Skill Proficiency/Knowledge Items of Sales	
Skill Item and Knowledge Items		Skill Proficiency
[Specialty Field specific skill item] ●Specific Products, Service Technology [Knowledge Items] -Selection of solutions -Demonstration -Product service technologies	Level 7	
	Level 6	Able to obtain understanding from the responsible person on customer side, on contribution of technology advantage of solutions such as specific product, and services group etc. for the corporate strategy, as a responsible person of sales of the whole specific industry or equivalent market segment,
	Level 5	Able to obtain understanding from the responsible person on customer side, on contribution of technology advantage of solutions such as specific product, and services group etc. for the business strategy, as a responsible person of sales of one company or more with 5000 employees or more, or whole specific subindustry or equivalent market segment.
	Level 4	Able to obtain understanding from the responsible person on customer side, on contribution of technology advantage of solutions such as specific product, and services group etc. for the department strategy, as a responsible person of sales of three companies or more with 3000 employees or more, or equivalent market segment.
	Level 3	Able to obtain understanding from the responsible person on customer side, on contribution of technology advantage of solutions such as specific product, and services group etc. for the department strategy, as a responsible person of sales of one company or more with less than 1000 employees or equivalent market segment.

Skill Proficiency/Knowledge Items

Job career: Sales

Specialty Field: Media-based sales

Specialty Field:

Media-based sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Analytical of Customers' Environments</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Industry knowledge -Status of industry competition -Customer's business contents -Policies of customer's management -Financial analytical -IT environments -Decision processes -Industry trends 	Level 7	
	Level 6	
	Level 5	Able to carry out planning of short to mid term business strategy via media in the assigned market, by analyzing problems and needs of industry based on long term perspective, as a responsible person of sales of the whole specific industry or whole specific products group or equivalent market segment,
	Level 4	Able to carry out analytical of internal environments and external environments in the assigned market, that form a base for planning of business strategy via media, as a responsible person of sales of the whole specific subindustry or whole specific products or equivalent market segment,
	Level 3	Able to carry out analytical of internal environments and external environments in the assigned market, that form a base for planning of business strategy via media, as a responsible person of sales for one part of specific subindustry or one part of specific products or equivalent market segment

Specialty Field:

Media-based sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Proposal of IT Solution</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Latest technology trends -Latest application trends -Acquire team -Utilization of consulting technologies -Selection of solutions -Proposal of solutions -Information on competing products 	Level 7	
	Level 6	
	Level 5	Able to carry out analytical of internal environments and external environments of market, that form a base for planning of business strategy via media in the assigned market, based on professional knowledge of industry and technical trends, as a responsible person of sales of the whole specific industry or whole specific products group or equivalent market segment,
	Level 4	Able to propose on complex IT solution that satisfy customer needs through sales media, based on sales tools know-how, communication skills, as a responsible person of sales of the whole specific subindustry or whole specific products or equivalent market segment,
	Level 3	Able to propose on standard IT solution that satisfy market needs through sales media, based on effective sales tools know-how and communication skills as a responsible person of sales for one part of specific subindustry or one part of specific products or equivalent market segment

Specialty Field:

Media-based sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Management of Customer Satisfaction</p> <p>[Knowledge Items]</p> <p>-Management of customer satisfaction</p>	Level 7	
	Level 6	
	Level 5	Able to carry out the management for customer satisfaction improvement of sales via media business across mid to long term, by having responsibility for all customer satisfaction of business via media in the assigned market, as a responsible person of sales of the whole specific industry or whole specific products group or equivalent market segment,
	Level 4	Able to carry out the sales activity for customer satisfaction improvement by carrying out evaluation and analytical of customer satisfaction of business via media in the assigned market, as a responsible person of sales of the whole specific subindustry or whole specific products or equivalent market segment,
	Level 3	Able to carry out the sales activity for customer satisfaction improvement by carrying out evaluation and analytical of customer satisfaction of business via media in the assigned market, as a responsible person of sales for one part of specific subindustry or one part of specific products or equivalent market segment

Specialty Field:

Media-based sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Sales Administration Management</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Contract Administration -Management of orders -Payments management, collection management -Profit and loss management -Contract negotiation -Sales legal -Corporate ethics -Sales management 	Level 7	
	Level 6	
	Level 5	Able to manage office work on sales via media by having responsibility for office work including complex contract conditions in the assigned market, as a responsible person of sales of the whole specific industry or whole specific products group or equivalent market segment,
	Level 4	Able to perform office work on the sales via media including complex contract conditions in the assigned market, as a responsible person of sales of the whole specific subindustry or whole specific products or equivalent market segment,
	Level 3	Able to perform standard office work in the assigned business via media, as a responsible person of sales for one part of specific subindustry or one part of specific products or equivalent market segment

Specialty Field:

Media-based sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Business strategy</p> <p>[Knowledge Items]</p> <p>-Grasp of customer's business strategies</p> <p>-Investigation and analytical of problems and needs</p> <p>-Analytical of disincentives</p> <p>-Customers' IT strategies</p> <p>-Sales strategies</p> <p>-Formulation marketing strategies</p>	Level 7	
	Level 6	
	Level 5	Able to propose on complex IT solution that satisfy market needs through sales media, based on outstanding sales tools know-how, communication skills, and professional knowledge of industry and technology trends, as a responsible person of sales of the whole specific industry or whole specific products group or equivalent market segment,
	Level 4	Able to carry out planning of short to mid term business strategy via media in the assigned market, by analyzing problems and needs of market as a responsible person of sales of the whole specific subindustry or whole specific products or equivalent market segment,
	Level 3	Able to carry out planning of short to mid term business strategy via media in the assigned market, by analyzing problems and needs of customers, as a responsible person of sales for one part of specific subindustry or one part of specific products or equivalent market segment

Specialty Field:

Media-based sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Project Management</p> <p>[Knowledge Items]</p> <p>-Project Integration Management -Project Scope Management -Project Time Management -Project Cost Management -Project Quality Management -Project Human Resource Management -Project Communications Management -Project Risk Management -Project Procurement Management</p>	Level 7	
	Level 6	
	Level 5	Able to carry out utilization of project management in the planning strategy and sales activity, etc, as a responsible person of sales of the whole specific industry or whole specific products group or equivalent market segment,
	Level 4	Able to carry out utilization of project management in the planning strategy and sales activity, etc, as a responsible person of sales of the whole specific subindustry or whole specific products or equivalent market segment,
	Level 3	Able to carry out utilization of project management in the planning strategy and sales activity, etc, as a responsible person of sales for one part of specific subindustry or one part of specific products or equivalent market segment

Specialty Field:

Media-based sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
[Career common skill item] ●Leadership [Knowledge Items] -Leadership	Level 7	
	Level 6	
	Level 5	Able to lead sales via media activity by issuing instructions and orders to sales via media team, business partner and other job career categories, in order to establish competitive advantage in IT in the assigned market, as a responsible person of sales of the whole specific industry or whole specific products group or equivalent market segment,
	Level 4	Able to lead sales via media activity by issuing instructions and orders, to sales via media team, business partner, by cooperating with other job career categories, in order to establish competitive advantage in IT in the assigned market, as a responsible person of sales of the whole specific subindustry or whole specific products or equivalent market segment,
	Level 3	Able to lead sales via media activity by issuing instructions and orders, to sales via media team, business partner, by cooperating with other job career categories, in order to establish competitive advantage in IT in the assigned market, as a responsible person of sales for one part of specific subindustry or one part of specific products or equivalent market segment

Specialty Field:

Media-based sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Communication</p> <p>[Knowledge Items]</p> <p>-2-Way communication -Distribution of information -Organization, analytical, and retrieval of information</p>	Level 7	
	Level 6	
	Level 5	Able to carry out proper 2-way communication, distribution of information, and organization, analytical, and retrieval of information with the responsible person on customer side, by using outstanding know-how on tools of customer database, etc, through sales media such as telephone, etc, as a responsible person of sales of the whole specific industry or whole specific products group or equivalent market segment,
	Level 4	Able to carry out proper 2-way communication, distribution of information, and organization, analytical, and retrieval of information with the responsible person on customer side, by using know-how on tools of customer database, etc, through sales media such as telephone, etc, as a responsible person of sales of the whole specific subindustry or whole specific products or equivalent market segment,
	Level 3	Able to carry out proper 2Way communication, distribution of information, and organization, analytical, and retrieval of information with the responsible person on customer side, by using effectively know-how on tools of customer database, etc, through sales media such as telephone, etc, as a responsible person of sales for one part of specific subindustry or one part of specific products or equivalent market segment

Specialty Field:

Media-based sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
[Career common skill item] ●Negotiation [Knowledge Items] -Negotiation	Level 7	
	Level 6	
	Level 5	Able to set up a goal with the responsible person on customer side, and to make an agreement on department strategy and utilization of IT based on a logical basis, through sales media such as telephone, etc, as a responsible person of sales of the whole specific industry or whole specific products group or equivalent market segment. In addition, able to establish complex and difficult contract negotiations.
	Level 4	Able to set up a goal with the responsible person on customer side, and to make an agreement on department strategy and utilization of IT based on a logical basis, through sales media such as telephone, etc, as a responsible person of sales of the whole specific subindustry or whole specific products or equivalent market segment. In addition, able to establish complex contract negotiations.
	Level 3	Able to set up a goal with the responsible person on customer side, and to make an agreement on department strategy and utilization of IT based on a logical basis, through sales media such as telephone, etc, as a responsible person of sales for one part of specific subindustry or one part of specific products or equivalent market segment. In addition, able to establish standard contract negotiations.

Specialty Field: Media-based sales	Skill Proficiency/Knowledge Items of Sales	
Skill Item and Knowledge Items		Skill Proficiency
[Specialty Field specific skill item] ●Utilization of Sales Media [Knowledge Items] -Sales media -Campaign management	Level 7	
	Level 6	
	Level 5	Able to carry out formulation of utilization strategy of sales media, by having outstanding know-how on sales media including types of tools such as customer database, CRM tools, etc, as a responsible person of sales of the whole specific industry or whole specific products group or equivalent market segment,
	Level 4	Able to carry out utilization of sales media, by having know-how on sales media including types of tools such as customer database, CRM tools, etc, as a responsible person of sales of the whole specific subindustry or whole specific products or equivalent market segment,
	Level 3	Able to carry out utilization of sales media, by having effectively know-how on sales media including types of tools such as customer database, CRM tools, etc, as a responsible person of sales for one part of specific subindustry or one part of specific products or equivalent market segment

Skill Proficiency/Knowledge Items

Job career: Sales

Specialty Field: Common to Level 1, 2

Specialty Field:

Common to Sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Analytical of Customers' Environments</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Industry knowledge -Status of industry competition -Customer's business contents -Policies of customer's management -Financial analytical -IT environments -Decision processes -Industry trends 	Level 2	Able to collect basic information of internal environments and external environments of customer, that form a base for planning of business strategy in the assigned market, as a member of sales team under guidance of a higher-level specialist in the same job career category.
	Level 1	Able to collect one part of basic information of internal environments and external environments of customer, that form a base for planning of business strategy in the assigned market, by following concrete instructions as a member of development team under guidance of a higher-level specialist in the same job career category.

Specialty Field:
Common to Sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Proposal of IT Solution</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Latest technology trends -Latest application trends -Acquire team -Utilization of consulting technologies -Selection of solutions -Proposal of solutions -Information on competing products 	Level 2	Able to participate in IT solution proposal activity that satisfies customer needs, as a member of sales team under guidance of a higher-level specialist in the same job career category.
	Level 1	Able to participate in one part of IT solution proposal activity that satisfies customer needs, by following concrete instructions as a member of sales team under guidance of a higher-level specialist in the same job career category.

Specialty Field:
Common to Sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Management of Customer Satisfaction</p> <p>[Knowledge Items]</p> <p>-Management of customer satisfaction</p>	Level 2	Able to participate in the sales activity for customer satisfaction improvement, by grasping customer satisfaction, as a member of sales team under guidance of a higher-level specialist in the same job career category.
	Level 1	Able to participate in one part of sales activity for customer satisfaction improvement, by grasping customer satisfaction, and following concrete instructions, as a member of sales team under guidance of a higher-level specialist in the same job career category.

Specialty Field:

Common to Sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Sales Administration Management</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Contract Administration -Management of orders -Payments management, collection management -Profit and loss management -Contract negotiation -Sales legal -Corporate ethics -Sales management 	Level 2	Able to perform a series of standard office work in the assigned market, as a member of sales team under guidance of a higher-level specialist in the same job career category.
	Level 1	Able to carry out either one of standard office work in the assigned market, as a member of sales team under guidance of a higher-level specialist in the same job career category.

Specialty Field:

Common to Sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Business strategy</p> <p>[Knowledge Items]</p> <p>-Grasp of customer's business strategies</p> <p>-Investigation and analytical of problems and needs</p> <p>-Analytical of disincentives</p> <p>-Customers' IT strategies</p> <p>-Sales strategies</p> <p>-Formulation marketing strategies</p>	Level 2	Able to carry out planning of short term business strategy in the assigned market, by understanding of problems and needs of customer as a member of sales team under guidance of a higher-level specialist in the same job career category.
	Level 1	Able to carry out planning of one part of short term business strategy in the assigned market, by following concrete instructions, and understanding of problems and needs of customer as a member of sales team under guidance of a higher-level specialist in the same job career category.

Specialty Field:
Common to Sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Project Management</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Project Integration Management -Project Scope Management -Project Time Management -Project Cost Management -Project Quality Management -Project Human Resource Management -Project Communications Management -Project Risk Management -Project Procurement Management 	Level 2	Able to carry out utilization of project management in the planning strategy and sales activity, etc, as a member of sales team under guidance of a higher-level specialist in the same job career category.
	Level 1	Able to carry out utilization of project management in the planning strategy and sales activity, etc, by following concrete instructions, as a member of sales team under guidance of a higher-level specialist in the same job career category.

Specialty Field:
Common to Sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Leadership</p> <p>[Knowledge Items]</p> <p>-Leadership</p>	Level 2	Able to demonstrate fundamental nature such as teamwork, responsibility, and power of execution, etc, necessary to lead sales activity, as a member of sales team under guidance of a higher-level specialist in the same job career category.
	Level 1	Able to participate in the sales activity by understanding fundamental nature, such as teamwork, responsibility, and power of execution, etc, necessary to lead the sales activity, as a member of sales team under guidance of a higher-level specialist in the same job career category.

Specialty Field:
Common to Sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Communication</p> <p>[Knowledge Items]</p> <p>-2-Way communication -Distribution of information -Organization, analytical, and retrieval of information</p>	Level 2	Able to facilitate proper team communication across the whole sales activities, by understanding the sales activity status accurately, as a member of sales team under guidance of a higher-level specialist in the same job career category.
	Level 1	Able to facilitate proper team communication on phases of sales activities in the assigned area, by understanding the sales activity status accurately, as a member of sales team under guidance of a higher-level specialist in the same job career category.

Specialty Field:
Common to Sales

Skill Proficiency/Knowledge Items of Sales

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Career common skill item]</p> <p>●Negotiation</p> <p>[Knowledge Items]</p> <p>-Negotiation</p>	Level 2	Able to demonstrate fundamental nature such as establishing trust relationship, setting up goals, logical thinking, etc, necessary to carry out sales activity, as a member of sales team under guidance of a higher-level specialist in the same job career category. In addition, able to obtain required information and data for the project through negotiation by understanding the sales activity status accurately and be able to establish standard contract negotiations.
	Level 1	Able to participate in sales activity by understanding fundamental nature such as establishing trust relationship, setting up goals, logical thinking, etc, necessary to carry out sales activity, as a member of sales team under guidance of a higher-level specialist in the same job career category.

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