

## Job Description & Person Specification Form

1.	Job Title:	English Instructor / Diagnostic Products Planning or Development
2.	Programme:	Graduate Recruitment Programme
3.	Department:	Phase 1: Human Resources Development Group Phase 2: Diagnostic Products Planning or Diagnostics Development Sections
4.	Location of Employment:	Head Office, Nihonbashi, Tokyo Or Tsukuba Plant, Ryugasaki City, Ibaraki
5.	Possible Start Dates:	Between October 2011 and March 2012
6.	E-mail:	<a href="mailto:smd-jinzai@sekisui.jp">smd-jinzai@sekisui.jp</a>
7.	Contacts:	Toshiyuki Akimoto or Patrick Cadwell
8.	Job Description:	<p>The successful candidate will work in the <i>Human Resources</i> and <i>Diagnostic Products Planning</i> or <i>Diagnostics Development</i> sections. Their job will be based at our Head Office in central Tokyo, with a possible transfer to our development facility in Ibaraki (about 60km north-east of Tokyo). For this position, the job descriptions and demands vary between phases of the programme and depending on the candidate's expertise.</p> <p><u>Phase 1 (first 2-6 months)</u> <u>HR Development Group</u> The primary responsibility in the first phase is teaching English to employees on a daily basis. On average, there will be 22 hours of teaching per week. Individual student evaluations and other reports must be prepared and attendance at related meetings will be expected.</p> <p>The candidate will be expected to establish suitable curriculums for the students, and to contribute to the continued development of the English teaching program in the company.</p> <p>Crucially, the candidate will also be able to use this time to learn Japanese, to learn about our business and to make valuable contacts throughout the company.</p> <p><u>Phase 2 Prospect 1 (remainder of contract)</u> <u>Diagnostic Products Planning</u> The primary responsibilities in the second phase include:</p> <ul style="list-style-type: none"> <li>● Budget planning and implementation</li> <li>● Business administration and strategic planning</li> <li>● Preparation of financial statements</li> <li>● Implementing management policies speedily and streamlining support services</li> <li>● Marketing activities</li> </ul> <p><u>Phase 2 Prospect 2 (remainder of contract)</u> <u>Diagnostic Products Technical Development</u> The primary responsibilities in the second phase include:</p> <ul style="list-style-type: none"> <li>● Resolving issues with the Quality Control and Quality Assurance systems involved in the production of diagnostic reagents (especially with a view to implementing international best practice policies)</li> <li>● Transferring and introducing new technologies to our overseas affiliates</li> </ul>
9.	Qualifications Required:	<p>The minimum requirement is a 3<sup>rd</sup> level Degree qualification in any of the following areas:</p> <p>Prospect 1 Accounting / Business Administration / Marketing Candidates may have an advantage if they hold MBAs or professional</p>

		<p>accounting certifications.</p> <p>Prospect 2 Biochemistry / Clinical Testing Candidates may have an advantage if they hold a masters in biochemistry or clinical testing</p>
10.	Personality / Skill Requirements:	<p>The successful candidate should have:</p> <ul style="list-style-type: none"> <li>● An ability to understand and master the accounting systems and standards of the company and its affiliates</li> <li>● An ability to lead small teams</li> <li>● Excellent communication skills, especially in mediating between domestic and overseas management and production departments</li> <li>● An ability to gather information quickly and effectively</li> <li>● Excellent analytical and problem-solving skills</li> </ul> <p>In addition, the candidate should be flexible about the location of their workplace.</p>
11.	Language Requirements:	<p>Fluent English is essential. Japanese is not a requirement but would be an advantage. The candidate will be expected to have an interest in learning Japanese to a working-level standard. Weekly Japanese lessons will be provided by the company.</p>
12.	Number of Positions:	1
13.	Duration of Initial Employment Agreement:	2 years.
14.	Duration of Working Week:	<p>38hrs 45mins/week &amp; overtime if business necessitates. Usual work day hours are 09:00-17:30 with 45 minutes for lunch (12:15-13:00). While total working hours remain the same, start and finish times may vary slightly depending on workplace.</p>
15.	Compensation Package:	<p>Salary will be determined by the candidate's qualification as follows: Master: ¥4,260,000/annum (¥355,000/month) Bachelor: ¥4,080,000/annum (¥340,000/month)</p> <p><u>Accommodation:</u> The company will provide subsidised apartment type accommodation. The successful candidate will pay ¥15,000/month.</p> <p><u>Language Training:</u> Weekly private Japanese lessons from a Japanese language school will be arranged by the company.</p>
16.	Holiday Entitlements:	<p><u>Paid Holidays:</u> The candidate will be given the following holidays:</p> <ul style="list-style-type: none"> <li>● From date of entry into company to March 31, 2012: 1 day holiday per month worked</li> <li>● For the fiscal year starting April 1, 2012: 11 days</li> <li>● For the fiscal year starting April 1, 2013: 12 days</li> </ul> <p>(For example, if the candidate enters the company on November 1, 2011, they will be entitled to 28 days paid holiday over the two-year contract (5+11+12). Manager consent must be given before paid holidays can be taken.)</p> <p><u>National holidays:</u> The candidate will not have to work on Japanese national holidays. These total 15 or 16 days per annum. (Total varies each year)</p>