

Job Description & Person Specification Form

1.	Job Title:	English Instructor / Human Resources
2.	Programme:	Graduate Recruitment Programme
3.	Department:	Human Resources Development Group
4.	Location of Employment:	Head Office, Nihonbashi, Tokyo
5.	Possible Start Dates:	Between October 2011 and March 2012
6.	E-mail:	smd-jinzai@sekisui.jp
7.	Contacts:	Toshiyuki Akimoto or Patrick Cadwell
8.	Job Description:	<p>The successful candidate will work in the <i>Human Resources</i> department at our Head Office in central Tokyo. For this position, the job descriptions and demands vary between phases of the programme.</p> <p><u>Phase 1 (first 2-6 months):</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 about our business and to make valuable contacts throughout the company.</p> <p><u>Phase 2 (remainder of contract):</u> The primary responsibilities in the second phase are to co-ordinate and liaise with management, students, and out-sourcing companies regarding the continued development and maintenance of the English Education program.</p> <p>The candidate will also work in all stages of the recruitment process, from market analysis to advertisement and promotion, and will help with interviews in or outside Japan.</p> <p>Other responsibilities include: preparing and holding language courses and presentations in liaison with other HR department members; providing native checks and proof reading of business documents; if demand necessitates, some weekly English teaching may be required.</p>
9.	Qualifications Required:	<p>The minimum requirement is a 3rd level Degree qualification in any of the following areas:</p> <p>Education / English Language Teaching / Business or Linguistic-related areas / Human Resources / Law / Chemistry / Biochemistry / Clinical Chemistry / Other Sciences</p> <p>Candidates may have an advantage if they hold a TEFL or like qualification or have experience in teaching English.</p>
10.	Personality Requirements:	The successful candidate will have excellent communication skills, be able to work as part of a team, and have a positive and motivated outlook in order to enthuse and motivate students.

		An interest in learning a new language and experiencing new cultures is important.
11.	Language Requirements:	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.
12.	Number of Positions:	1
13.	Duration of Initial Employment Agreement:	2 years.
14.	Duration of Working Week:	38hrs 45mins/week & overtime if business necessitates. Usual work day hours are 09:00-17:30 with 45 minutes for lunch (12:15-13:00).
15.	Compensation Package:	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) <u>Accommodation:</u> The company will provide subsidised apartment type accommodation. The successful candidate will pay ¥15,000/month. <u>Language Training:</u> Weekly private Japanese lessons from a Japanese language school will be arranged by the company.
16.	Holiday Entitlements:	<u>Paid Holidays:</u> The candidate will be given the following holidays: <ul style="list-style-type: none"> ● From date of entry into company to March 31, 2012: 1 day holiday per month worked ● For the fiscal year starting April 1, 2012: 11 days ● For the fiscal year starting April 1, 2013: 12 days (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.) <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)