

## Job Description & Person Specification Form

1.	Job Title:	English Instructor / Pharmaceutical R&D and Technical Development
2.	Programme:	Graduate Recruitment Programme
3.	Department:	Phase 1: Human Resources Development Group Phase 2: Iwate Plant (our pharmaceuticals production facility in northern Japan)
4.	Location of Employment:	Head Office, Nihonbashi, Tokyo Followed by Iwate Plant, Hachimantai City, Iwate
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>Pharmaceuticals and Fine Chemicals</i> departments. Their job will be located at our Head Office in central Tokyo, followed by a transfer to our production facility in Iwate (in the rural far north of Japan's main island). For this position, the job descriptions and demands vary between phases of the programme.</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 (remainder of contract)</u> <u>Pharmaceuticals and Fine Chemicals Department</u> The primary responsibilities in the second phase include:</p> <ul style="list-style-type: none"> <li>● Dealing with overseas clients and partners interested in our active pharmaceutical ingredients (APIs), pharmaceutical intermediates and amino acids</li> <li>● Seeking out worldwide research in the field to develop marketing strategies that respond to our clients' needs</li> <li>● Creating technical proposals for international pharmaceutical manufacturers and co-presenting these proposals with our sales representatives</li> <li>● Proposing problem-solving strategies and implementing system improvements based on Good Manufacturing Practice (GMP) management principles</li> <li>● Inspecting material supply processes to best link them into the supply management chain</li> </ul> <p>In the longer term, the candidate may be expected to participate in sales / technical meetings with the R&amp;D or procurement departments of major pharmaceutical manufacturers.</p>
9.	Qualifications Required:	The minimum requirement is a Masters or PhD qualification in Organic Chemistry.

		Some previous R&D or technical experience in the pharmaceutical industry would be a major advantage.
10.	Personality / Skill Requirements:	<p>The successful candidate should have:</p> <ul style="list-style-type: none"> <li>● Knowledge and technical expertise in the fields of organic chemical synthesis, and especially chiral synthesis</li> <li>● Excellent communication skills, in particular within a small team</li> <li>● An ability to mediate between various departments (QA, Production, etc.)</li> <li>● Skill in process design / redesign and ability to carry out GMP inspections and technological surveys of our facilities in Japan and overseas</li> <li>● Excellent problem solving skills</li> </ul> <p>In addition, the candidate should be flexible about the location of their workplace.</p>
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). While total working hours remain the same, start and finish times may vary slightly depending on workplace.
15.	Compensation Package:	<p>Salary will be determined by the candidate's qualification as follows:  Ph.D.: ¥4,800,000/annum (¥400,000/month)  Master: ¥4,260,000/annum (¥355,000/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>