



2018 Graduate English Business Coordinator

Job Description

Position Overview	
Title	Graduate English Business Coordinator
Department	Human Resources Development Group
Location	Sekisui Chemical, Toranomon, Minato-ku, Tokyo
Start Date	November 2018 (time allowance for visa application process)
Email	globalrecruitment@sekisui.com
Contact Name(s)	Toby Manley and Miriam Stadje
Number of Positions	1
Contract duration	2 years (option for extension)
Working hours	Monday to Friday, 9.00-5.30 (1 hour lunch) 37.5 hour work week (+ possible overtime)

Requirements	
Qualifications	Minimum 2 nd Class honors degree in any of the following areas. TEFL/CELTA is not required but may be an advantage.
Subject Areas	Education / English Language Teaching / Business-related areas / Linguistics / Media / Marketing / Human Resources / Intercultural Communication
Person Specifications	<ul style="list-style-type: none"> ✓ Excellent communication skills ✓ Ability to work as part of a team ✓ Positive and motivated outlook ✓ Willingness to learn a new language and understand a new culture
Language	Fluent English A second European language could be an advantage *Japanese is not essential but could be an advantage.

Compensation Package and Benefits							
Salary	Bachelor: ¥4,080,000/annum (¥340,000/month) Master: ¥4,260,000/annum (¥355,000/month)						
Accommodation	Subsidized private apartment accommodation. The successful candidate will pay ¥23,100 /month. (approx. €180/£150)						
Language Training	Weekly Japanese lessons will be provided by the company during working hours.						
Holiday Entitlements	<table border="1"> <tr> <td><i>Paid Holidays:</i></td> <td>From date of entry into company to March 31,2019 (4-7 days, depending on start date)</td> </tr> <tr> <td></td> <td>For the fiscal year starting April 2019 (18 Days)</td> </tr> <tr> <td></td> <td>For the fiscal year starting April 2020 (19 Days)</td> </tr> </table>	<i>Paid Holidays:</i>	From date of entry into company to March 31,2019 (4-7 days, depending on start date)		For the fiscal year starting April 2019 (18 Days)		For the fiscal year starting April 2020 (19 Days)
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	<i>National Holidays</i> 15-16 days per year						
Additional Benefits	Healthcare, pension, transport to Japan, Visa application support, commuting expenses.						

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Phase 1 (first 6 months-1 year)	<ul style="list-style-type: none">✓ The primary responsibility in the first phase is teaching English to employees. On average, there will be 18 hours of teaching per week. Individual programs will be prepared in order to meet the business needs of each employee.✓ You will be responsible for establishing individual programs for each employee and evaluating these programs. You will also have the opportunity to contribute to the continued development of the English language program in the company.✓ You will have the opportunity to assist with the recruitment process in Japan.✓ This time is a key opportunity to make contacts throughout the company and learn about Sekisui Chemical, the Japanese culture and the style of business in the company.
Phase 2 (Remainder of contract)	<ul style="list-style-type: none">✓ You will have the opportunity to work in all stages of the recruitment process, from market analysis to advertisement and promotion, and will help with interviews in or outside Japan.✓ You will be asked to assist with native checks of company newsletters, annual reports and other English documents.✓ You will be involved in the continuous development of our English language and communication training.✓ Some English teaching may be required but primarily, you will move to more business related functions.