



Committee management

Job description

- Coordinate committee meeting schedules
- Moderate committee meetings
- Prepare materials and presentations for regularly scheduled training sessions
- Respond to matters raised by committee members and employees
- Update regulations and correspond with internal and external audits
- Handle other matters related to the operation of the committee

Requirements

- Basic PC skills (ability to use Excel, Word, PowerPoint, etc.)

Preferred experience/skills

- Class-1 health officer's license
- Safety control manager
- Certified Hazardous Material Handling Supervisor
- Poisonous Substance and Deleterious Substance Supervisor
- *Within reason, we will ask you to acquire qualifications that would be beneficial for your work.
- Planning skills and accuracy (make rules related to COVID-19 and safety, and conduct research to see if they comply with existing laws and regulations)

Core values

- A sense of engagement and responsibility towards Spiber's projects
- The ability to take an active role in contributing to the team's mission
- The capacity for flexibility in the pursuit of maximizing the team's performance
- Willingness to step outside individual areas of specialization
- An appreciation for new experiences and challenges

- Ability to deliver and share our company's culture and image
- Ability to work under pressure and react to an ever-changing environment

Location

- Tsuruoka, Japan

Benefits

- Various types of insurance (employment insurance, workers' accident compensation insurance, health insurance, employee pension)
- Optional defined contribution pension plan
- Mental health support (consultation with external clinical psychologists)
- Employee stock ownership plan
- Flexible work options to suit various types of work (shortened working hours and remote work are available)
- Childcare center enrollment in the nursery is available for all employees with children from age 6 months to 5 years
*Possibility of enrollment will need to be confirmed in advance, as admission depends on the number of vacancies available
- In-house social gatherings
- Business trip allowance

Pre-employment

Support system for those who move from overseas to Tsuruoka, Japan

- Information on moving to Tsuruoka and a Q&A session before the final selection process
- Support for entry (visa application, transportation upon arrival in Tsuruoka, etc.)
- Support for daily life in Tsuruoka (employee accompaniment as needed to find housing, set up living infrastructure, complete procedures at various locations, other accompaniments as necessary, etc.)
- Spiber is able to pay for the initial housing costs upfront, and the employee can repay the amount at a later date
- Transportation from country of residence to Tsuruoka

Post-employment

Support system for a smooth in-house communication

- Free in-house language classes
- Language mentor system (for non-business support as well)
- In-house language support team for language-related consultation and support (such as interpretation at meetings and interviews as needed)
- Support for daily life (housing-related troubleshooting, vaccinations, accompaniment to hospital visits in case of illness, etc.)

How to apply

- Please send your application documents through the application form on our website (<https://www.spiber.inc/en/join/form/>). Please select "Engineering & Production" on the form and mention that you are applying for the role of Committee management in the "Comments" box.