



## *General administration (IP department)*

### **Job description**

- Formulate IP strategy based on business policy (IP discovery from research & development and collaboration with business side needs)
- Management of rights acquisition (domestic and international)
- Review of technology-related contracts, such as technology licenses and joint development contracts, and handling of disputes
- Improvement of operations and management of patent technology staff
- Formulate and follow up on short/medium-term plans for the activities of the Intellectual Property Management Division
- Budgeting and follow-up for the Intellectual Property Management Division
- Related IP awareness training

### **Requirements**

- At least 3 years of work experience in a corporate IP department

### **Preferred experience/skills**

- English language skills (equivalent to TOEIC score of 700 or higher)
- University degree in science with a major in life sciences/biotechnology/chemistry/materials
- Research experience in life sciences/biotechnology/chemistry/materials-related fields at a company, university, or other research institution (including master's and doctoral programs)
- At least 3 years of experience in a patent firm or corporate IP department prosecuting patents related to chemistry/materials/life sciences/biotechnology
- Ability to communicate smoothly with inventors, management, and representatives
- Experience in IP negotiations with other companies

## **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**

- Head office at Tsuruoka, Japan (telecommuting possible in the future)

## **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 "Finance & Administration" on the form and mention that you are applying for the role of General administration (IP department) in the "Comments" box.