



## ***Sustainable Procurement Specialist***

### **Job description**

The Spiber Sustainability Division's work encompasses environment, society and governance. We take the lead on initiatives such as strategy development, human rights due diligence, sustainable supply chain management, emissions reductions, and sustainable energy procurement. Our collaborative and flat structure allows each member to step up and take on a level of independence and responsibility that suits their capabilities. The team works cross-functionally with internal Business Development/Sales, Procurement, Production, and R&D teams among others to drive successful implementation of sustainability projects.

Our Sustainable Sourcing Team sits within the Sustainability Division. The Sustainable Sourcing lead will take on responsibilities below and liaise with procurement teams and business development teams to find out the most effective way of implementation within our supply chains:

- Support the development, enhancement and maintenance of sustainable supply chain management through activities such as:
  - Improving and renewing our Sustainable Sourcing Policy
  - Communicating the policy above with suppliers
  - Assessing and identifying risk and opportunities within suppliers/supply chains
  - SAQ development and assessment
  - Proposing methods of effective supply chain management, including data collection and potential usage of ERPs or purchase volume tracking systems
  
- Support the development and acceleration of procurement projects such as the implementation and disclosure of grievance mechanisms, the development of a supplier mapping/traceability system, and living wage projects in our supply chain
  
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- Work with industry platforms and upstream suppliers to identify opportunities, understand the most effective method for Spiber to provide long-term value to society, and collect data
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- Propose policies and initiatives that help Spiber push the sustainability agenda, having a holistic view in mind

*Other general responsibilities:* Prepare presentations, reports, website content, and other communication materials for technical and general audiences on Spiber's sustainability-related efforts, project management

## **Requirements**

- Minimum of 3 years work experience in procurement or sustainability fields, e.g. through EHS, management consulting, NGO, government agency or corporate sustainability/procurement experience. Knowledge and experience in the raw materials or textile industry is a plus
- A sense of engagement and responsibility towards projects
- Willingness to step outside individual areas of specialization, and appreciate new experiences and challenges
- The ability to work in an ever-changing environment
- Bachelor's degree in a relevant field
- Fluent in English; proficiency in Japanese is a big plus

## **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 or remote work depending on expertise

## **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.)

**Application process**

Please send your application documents through the application form on our website (<https://www.spiber.inc/en/join/form/>). Please select "Business Development" on the form and mention that you are applying for the role of Sustainable Procurement Specialist in the "Comments" box.

Spiber welcomes people of any race, faith, gender, gender identity, marital status, age, socio-economic status, education, appearance, and disability. Please let us know if you need any accommodations so that we can provide the assistance you desire.