

Company Name: Spiber (Thailand) Ltd.

Founded: November 21, 2018

Team: 7 members (as of Nov. 2018)

Registered Capital: 2,900,000,000 baht

Business Domain: Construction, operation, and administration of a mass production fermentation plant in Thailand

Location: 159/18 Serm-Mit Tower, 11th Fl., Sukhumvit 21 (Asoke) Road, North Klongtoey, Wattana, Bangkok 10110, Thailand

Board of Directors: Kazuhide Sekiyama, Toshimasa Asai, Keisuke Morita

◇ **General Affairs Staff**

【Job description】

- General Affairs: Office management, communication with government agencies, BOI work, renewal and management of company regulations, planning and implementation of internal events, setting up cafeteria etc.
- Human Resources: Labor management, trouble shooting, recruiting etc.
- Legal Work: Managing agreements, contracts, documents etc.
- Public Relations: PR activities, website management, social media activities etc.
- Key objectives: Help set up commercial manufacturing plant and stabilize production as a core member of the company

【Job experience】

- More than 10 years of experience in general affairs or administration at a manufacturing plant

【Basic qualifications】

- A sense of engagement and responsibility towards Spiber's projects
- The ability to commit to the team's mission over individual interests
- 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

【Requirements】

- More than 10 years of experience in general affairs or administration at a manufacturing plant
- BOI work experience
- Experience coordinating with immigration (work permits, visas) and Labour Dept., IEAT applications
- Thai: Native level
- English or Japanese: Business conversational level (TOEIC test score of at least 730 or JLPT N1)
- Must hold a driving license (no car or bus service available)

【Preferred experience/skills】

- Experience establishing a new factory, project or business
- Experience or knowledge related to systematic work (5S, 4M [work standardization], ISO 9001/ ISO 14000)

【Number of positions】

- 1 position

【Location】

- Eastern Seaboard Industrial Estate in Rayong, Thailand

【Start date】

- Around June 2020

【Salary system】

- Approximate range: 50,000-100,000 bahts/month (no bonuses or allowances)
- Our company uses a self-declaration salary system, in which applicants decide their own salary and the salary is disclosed to all company members. More about our way of thinking about salary at Spiber can be found here:
<https://www.spiber.jp/en/join/>

【Overtime pay】

- Provided

【Probation period】

- 119 days

【Work hours】

- 8 hours per day, 40 hours per week

【Holidays】

- 2 days off per week

【Paid vacation】

- 12 days per year

【Social insurance】

- Standard social insurance including unemployment insurance, worker's accident insurance, health insurance, and pension

【Employee benefits】

- Employee cafeteria (after the construction of the plant is completed)