

## Job Detail

Staff Level

Position Title	[Asset Scheduler] Production management work/Global scientific manufacturer/Flexible work hours & work-from-home for work-life balance
Company Name	Du Pont Japan Kabushiki Kaisha
Activated / Updated	2024-05-13 / 2024-05-13
Job Type	Electronics (Appliance/Semiconductor) - Production Control Manufacturing (Automobile/Plant Engineering/Precision Equipment) - Production Control Medical/Pharmaceutical/Bio/Fabric/Food - Manufacturing Technology/Manufacturing Management
Industry	Chemicals/Petro-Chemicals
Location	Asia Japan Tokyo
Job Description	<p>＼Appeal points／</p> <ul style="list-style-type: none"><li>◆A global company with over 220 years of history!</li><li>◆A company with a US headquarters</li><li>◆A company with a fusion of both foreign and Japanese companies, so you can use your English</li><li>◆A hybrid work system makes it easy to maintain a work-life balance</li><li>◆Production management work in Tokyo</li></ul> <p>【About us】</p> <p>DuPont is committed to important issues such as providing clean water to over 1 billion people on the planet, manufacturing materials essential to everyday technology devices from smartphones to electric cars, and protecting employees around the world.</p> <p>A leading multi-industry company that provides sustainable solutions that bring real purpose and value. A collaborative company that believes that the best work can be done by working together as a team, values diversity of thought, and is full of a collaborative spirit. If you want to work in such a company, DuPont is the perfect company for you.</p> <p>【Position overview】</p> <p>The business that this position involves is Industrial Solutions' Kalrez®. Kalrez® is an elastomeric material with excellent heat and chemical resistance developed by DuPont.</p> <p>In Japan, Kalrez® products are manufactured by contract manufacturers and delivered to Japan and the world.</p> <p>The Asset Scheduler will be responsible for the daily operations of creating and maintaining production and supply schedules.</p> <p>●Major Roles</p> <ol style="list-style-type: none"><li>① Responsible for the daily operations required to create specific production and supply schedules based on pull signals.</li><li>② Stand between the supply organization and the contract manufacturer, clearly understand the short-term production issues and supply needs between the organizations, and liaise with the contract manufacturer's production team using detailed capacity plans.</li></ol> <p>【Job Description】</p> <ul style="list-style-type: none"><li>• Coordinate with the toller the priority of purchase orders (POs) for each asset based on customer requirements.</li><li>• Manage purchase orders to tollers in line with the business strategy (cost, rate, inventory).</li><li>• Ensure that schedules are continuously maintained and communicated throughout the supply chain.</li><li>• Identify and resolve issues as they arise with inventory, customer orders, quality, etc.</li><li>• Implement solutions for production issues, supply changes such as delays, and deviations from plans.</li><li>• Coordinate secondary processing of finished products, such as rework and repackaging.</li><li>• Monitor purchase orders and close them as necessary. Ensure accurate</li></ul>

	<p>purchase orders are used to maintain system and data integrity.</p> <ul style="list-style-type: none"> <li>· Work with manufacturing to optimize production capacity and factory schedules.</li> <li>· Maintain inventory levels by product, location and safety stock to support customer service levels while maintaining cost-effective inventory levels.</li> <li>· Work with forwarders and warehouses to handle customs clearance and receiving at warehouses.</li> <li>· Work with various partner departments such as customer service and sales teams, logistics, finance and external warehouses to ensure customer requirements are understood and commitments are met.</li> <li>· Comply with company policies, procedures and legal requirements and advise management on the adoption or deviation of policies and guidelines that reflect the context of supply chain operations.</li> </ul>
Company Info	<p>[About the place of employment] You will be joining DuPont Japan Co., Ltd., a member of the DuPont Japan Group.</p> <p>[Measures to prevent passive smoking] Smoking is prohibited indoors as a general rule.</p> <p>[About the handling of personal information] Application-related documents and associated personal information received for the purpose of applying for a job at the DuPont Group will be stored and managed in a strict and secure manner, and will not be used for purposes other than recruitment activities, such as contacting you about information related to the recruitment selection process.</p> <p>*DuPont values equal opportunity. It is DuPont's policy not to discriminate against job applicants on the basis of race, skin color, religion, creed, sex, sexual orientation, gender identity, marital status, nationality, age, veteran status, disability, or other rank. If you require reasonable accommodation in searching for or applying for a job, please see the contact information on the Accessibility page of our website.</p>
Working Hours	<ul style="list-style-type: none"> <li>• Working hours: 7.5 hours actual work time</li> <li>• Flex time system: Core time 11:00-15:00</li> <li>• Times outside of core times can be adjusted to suit your own lifestyle in coordination with your team members.</li> </ul>
Qualifications	<p>[Required qualifications/experience]</p> <ul style="list-style-type: none"> <li>- Bachelor's degree or higher.</li> <li>- Business English (TOEIC 700 or higher is preferable)</li> <li>- PC skills (MS Office, Outlook, etc.)</li> </ul> <p>[Preferred qualifications/experience]</p> <ul style="list-style-type: none"> <li>- Supply chain work experience</li> <li>- SAP experience</li> </ul> <p>[Desired personality]</p> <ul style="list-style-type: none"> <li>- Excellent communication skills to build good relationships with internal and external stakeholders</li> <li>- Able to work professionally and proactively even in difficult situations</li> <li>- Independent and positive</li> <li>- Able to pay attention to details and perform tasks accurately</li> </ul>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Chinese Level	None
Salary	<p>JPY - Japanese Yen JPY 4500K - JPY 7000K (Month salary : JPY - Japanese Yen JPY 375K - JPY 583.333K )</p>
	<p>[Employee Benefits System]</p> <ul style="list-style-type: none"> <li>- Full social insurance coverage</li> <li>- Transportation allowance</li> <li>- Variable bonus in March as a rule</li> <li>- Retirement allowance system (corporate defined contribution pension)</li> </ul>

Salary Description	<ul style="list-style-type: none"> <li>- Accident and disability compensation system</li> <li>- Health management measures (health checkups, employee assistance programs, 24-hour health consultations)</li> </ul> <p>[Remote work]</p> <ul style="list-style-type: none"> <li>- Remote work is possible up to 2 days a week. However, you must be able to commute from your home to the assigned office within 2 hours.</li> <li>- In principle, you will be required to come to the office during the trial period.</li> </ul>
Holiday Description	<ul style="list-style-type: none"> <li>• Saturdays, Sundays, national holidays, New Year's holidays, anniversary of foundation</li> <li>• Annual paid leave</li> <li>• Special paid leave (weddings, funerals, etc.)</li> <li>• Personal sickness leave</li> <li>• Childcare leave</li> <li>• Nursing care leave</li> <li>• Menstrual leave, etc.</li> </ul>
Job Contract Period	<ul style="list-style-type: none"> <li>• Full-time employment</li> <li>• Contract period: No set period</li> <li>• Probationary period: Yes (6 months)</li> </ul>
Nearest Station	<p>■Tokyo DuPont Japan Head Office 2-11-1 Nagatacho, Chiyoda-ku, Tokyo 100-6111 Sanno Park Tower</p>