



Corporate Governance Management | 取締役会・経営委員会の運営・管理

世界的な日本を代表する製薬会社におけるコーポレートガバナンス

Job Information

Hiring Company

Takeda Pharmaceutical Company Limited

Job ID

1506964

Industry

Pharmaceutical

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 10 million yen

Holidays

休日：土曜、日曜、祝日、メーデー、年末年始など（年間123日程度）休暇：年次有給休暇、特別有給休暇、など

Refreshed

January 3rd, 2025 00:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

《募集要項と本ポジションの魅力》

●タケダの経営委員会の一つである、**Business Sustainability Committee**と取締役会といったコーポレートガバナンスの管理運営。

●タケダの将来における全体的な戦略構築に貢献できる！

●日本に拠点を置きながらグローバルチームでの業務に携わる。

<ポジション： Manager or Staff, Business Sustainability Committee & Board of Directors Office and Corporate

Governance Management>**OBJECTIVES:**

This position is primarily responsible for corporate governance management of the company, including the support of Board of Directors (BOD) office operations and for one of Takeda's management committees, Business Sustainability Committee (BSC) Office. This role also involves leading or participating in corporate-wide strategic projects.

ACCOUNTABILITIES:**BOD Office:**

- Manage the end-to-end BOD meeting process and operations, ensuring seamless communication and coordination with the Corporate Strategy Officer (CSO), President & CEO, and other internal stakeholders.
- Conduct annual evaluations of Board Effectiveness in collaboration with third-party organizations.
- Coordinate and communicate with External Directors.

BSC Office:

- Oversee the end-to-end process and operations, working closely with the CSO and President & CEO. This includes scheduling meetings, managing agendas, taking minutes, and handling logistics.
- Act as a liaison between topic proposers, review presentation materials, and support proposers in preparing for meetings.
- Collaborate with the CEO Office and other governance bodies to align agendas and topics among committees and groups.

Corporate Governance management:

- Maintain and propose changes to internal governance policies to improve agile decision-making while ensuring sound corporate governance.
- Support the disclosure of the Corporate Governance Report.
- Participate in other corporate governance initiatives.

Cross-functional, global enterprise-wide projects

- Lead or participate in strategic corporate projects in collaboration with other business units and functions.

雇用形態

正社員（試用期間 3か月）

勤務地

グローバル本社
東京都中央区日本橋本町二丁目1番1号
最寄り駅 各線 三越前駅 徒歩3分

年収

想定年収500万円～950万円
※賃金はあくまでも目安の金額であり、選考を通じて上下する可能性があります。
※年収は前職の経験を考慮の上、規定により決定します。
・昇給：原則年1回
・賞与：原則年2回

勤務時間

9:00～17:30（休憩時間：60分）
<在宅勤務・リモートワーク>
相談可（週3日リモート・在宅）
受動喫煙対策：屋内全面禁煙

休日休暇

完全週休2日制（休日は土日祝日）
年間有給休暇12日～20日（下限日数は、入社半年経過後の付与日数となります）
年間休日日数123日
・休暇：年末年始、年次有給、特別有給、リフレッシュ、産前産後、育児、子の看護、介護

手当/福利厚生

- ・通勤手当
- ・住宅手当、寮社宅
- ・健康保険、厚生年金保険、雇用保険、労災保険、厚生年金基金、退職金制度
- ・住宅資金融資
- ・財形貯蓄
- ・従業員持株会
- ・契約保養所
- ・テレワーク勤務制導入（対象社員）

労働条件に関する重要事項

業務内容については入社後に会社の定める業務への変更もあり得ます。
配属先および就業場所に関しては、入社後に会社の定める部署および就業場所への変更もあり得ます。

Required Skills

EDUCATION, BEHAVIOURAL COMPETENCIES AND SKILLS:

Background & Experience

- Bachelor's degree required
- Experience working in both corporate and business environments, preferably in multi-functional or multi-regional roles
- Experience working in pharmaceutical/healthcare industry is preferred

Required Competencies and Skills

- **Strong communication skills:** Ability to collaborate, communicate, and influence effectively with multiple stakeholders. Team-oriented with excellent interpersonal skills and adept at verbal and written communication.
 - **Executive presence and relationship building:** Capable of building strong relationships with key stakeholders, including Internal and External Directors, CEO-1 executives, and other governance committee offices.
 - **Enterprise thinking:** Understands strategic direction and stays informed about organizational initiatives and priorities.
 - **Organizational and project management skills:** Ability to integrate information to build, plan, and implement solutions to problems. Strong prioritization, time management, attention to detail, and follow-through.
 - **Flexibility and resilience:** Ability to adapt quickly to change, a keen interest in learning new things, and the ability to work through ambiguity.
 - **Language:** Proficiency in Business English and Business Japanese.
 - **IT Skills:** Proficient in Office 365 suite, including Microsoft Word, Excel, PowerPoint, SharePoint, Teams, etc.
 - **Business travel:** May require few domestic and international trips throughout the year
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Company Description