



## Associate Director, Global Insurance and Risk Management

### Job Information

**Hiring Company**

Takeda Pharmaceutical Company Limited

**Job ID**

1472583

**Industry**

Pharmaceutical

**Company Type**

Large Company (more than 300 employees)

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chuo-ku

**Salary**

Negotiable, based on experience ~ 15 million yen

**Refreshed**

May 9th, 2024 01:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

Please note this job requires native level Japanese language command not only in speaking, business writing and reading.

#### タケダの紹介

タケダでは常に患者さんを中心に考え、世界中の人々により健やかで輝かしい未来をお届けすることを目指してきました。そして従業員一人ひとりにそれぞれの能力と熱意に応じた成長の機会を提供することにも組んで取り組んでいます。私たちと一緒に、世界中の人々のいのちに貢献し、さらなる成長と活躍を目指しませんか。

タケダは業界を牽引するグローバルリーダーです。従業員は四つの優先順位（患者さん中心、社会との信頼関係構築、レピュテーションの向上、事業の発展）とタケダイズム（誠実＝公正・正直・不屈）のもと一致団結しています。タケダイズムは私たちの信念であり正しい方向へ導く羅針盤です。私たちは日々の業務においてタケダイズムを体現しています。

Takeda is unwavering in our commitment to patients. With the patient at the center of everything we do, we continue to innovate and drive changes that will better their lives - we're looking for like-minded professionals to join us.

Takeda is a global industry leader –we are united by our four priorities (Patients, Trust, Reputation, and Business) and our shared values of Takeda-ism: Integrity, Fairness, Honesty, and Perseverance. Takeda-ism is more than just a word. It's a belief and a mindset which guides our decisions, behaviors, and interactions. It's how we strive to work and live, every day.

#### **OBJECTIVES:**

Global Insurance & Risk Management (GIRM) is a central business partner at corporate level providing global and local insurance support to Takeda companies world-wide. GIRM is a Global Function of Global Finance operating worldwide and based in London and Tokyo. GIRM has worldwide responsibility for placing all global insurance and risk managements programs for Takeda. Risk Management activities include loss mitigation, loss control, and claims handling. In Japan GIRM also has responsibility for managing and purchasing local non-employee insurances on behalf of the local Japan business unit.

#### **ACCOUNTABILITIES:**

- Working closely with the Head of GIRM and other team members, participate in further developing a high-quality global insurance & risk management function considering all insurance and operational risk management needs of a global company.
- Participate in and lead insurance projects and assigned insurance programs (such as Directors and Officers Insurance)
- Support independently local Japanese Takeda subsidiaries in insurance related queries according to Global Insurance Guidelines
- Develop and maintain sound insurance reporting procedures and systems for collection and maintenance of underwriting information needed for e.g. renewal of local/ global insurances
- Responsible for assigned global insurance programs dealing with complex negotiations with (international) insurance companies and brokers on terms and conditions
- Take part in defining the scope of work for the insurance brokers who will assist us in order to acquire the most optimal insurance solutions for Takeda's global insurance programs
- Maintaining relationships with insurance brokers (particularly those situated in Japan), industry consultants to develop, implement, maintain and update insurance risk management policies, procedures and programs to meet the company's changing environment.
- Support the global business on contractual risk management reviews and determine appropriate types and level of insurance.
- Responsible for the identification and assessment of risks to Takeda's property, personnel, and ongoing business activities in general.
- Responsible for collection and review of critical underwriting data and preparation of insurance submissions for the assigned global insurance lines and participate in renewal negotiations.
- Prepare documentation on the assigned insurance lines for decision making on renewal activities by Senior Management
- Responsible for reviewing the assigned insurance policies for accuracy, recommending appropriate loss retention levels (deductibles, self-insurance levels, etc.) and negotiating insurance coverages, provisions, and premiums in the insurance markets.
- Support and work closely with other departments in the development and implementation of risk management actions relevant for the insurance lines mentioned
- Oversee the proper handling and settlement of claims for the assigned insurance lines
- Support GIRM colleagues with their assigned insurance lines per request
- Maintain Takeda Japan LOC network relationship.
- Participate in Risk Engineering especially for local sites.
- Responsible for local CAPEX stand-alone project insurances
- Maintain the relationship with Takeda Japan's partner insurance agent

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#### **Required Skills**

#### **EDUCATION, BEHAVIOURAL COMPETENCIES AND SKILLS:**

Required:

- Minimum 6 years of working experience in a similar role or a professional background in the insurance/broking environment with an excellent understanding of business insurance lines.
- Experience in international working environment
- Experience with global insurance programs including contracts, local and global insurance set-ups
- Broad management skills; capable of interfacing with all levels of personnel
- Team Orientation - ability to work effectively in teams and to work closely with internal and external partners in varying location
- Must have very good analytical skills and significant verbal and written communications abilities.
- Process team skills and the ability to succeed in a growing Global company and Japanese owned pharmaceutical company.
- Management - ability to set priorities and work diligently towards goals
- Finance - understanding of the concepts of cash management, financial analysis methods, and tools
- Risk Management - understands the concepts of insurance and risk mitigation processes, tools etc.
- Communication - ability to communicate ideas and data both verbally and written in a persuasive and appropriate manner
- Organization - ability to maintain accurate and detailed records, files, etc.
- Computer Skills - can proficiently use various and most common IT tools
- Problem Solving - ability to identify problems and provide specific solutions that resolve the problem

- Negotiation - ability to explore positions and alternatives to reach outcomes that gain acceptance for all involved parties
- Attention to Detail - ability to thoroughly analyze and identify key data points
- Industry Knowledge - understanding of the pharmaceutical industry would be an asset

#### **LICENSES/CERTIFICATIONS:**

Preferred

BA Honors Degree, and/ or CPCU/ ARM or other IIA course work

#### **待遇**

諸手当：通勤交通費、借家補助費、勤務時間外手当など

昇給：原則年1回

賞与：原則年2回

勤務時間：本社（大阪市中央区・東京都中央区）9:00～17:30、工場（山口県光市・大阪市淀川区）8:00～16:45、研究所（神奈川県藤沢市）9:00～17:45

休日：土曜、日曜、祝日、メーデー、年末年始など（年間123日程度）

働き方関連制度：フレックスタイム制、テレワーク勤務制導入（対象社員）

休暇：年次有給休暇、特別有給休暇、傷病休暇、ファミリーサポート休暇、産前産後休暇、育児休暇、子の看護休暇、介護休暇

#### **What Takeda can offer you:**

Allowances: Commutation, Housing, Overtime Work etc.

Salary Increase: Annually

Bonus Payment: Twice a year

Working Hours: Headquarters (Osaka/ Tokyo) 9:00-17:30, Production Sites (Osaka/ Yamaguchi) 8:00-16:45, Research Site (Kanagawa) 9:00-17:45

Holidays: Saturdays, Sundays, National Holidays, May Day, Year-End Holidays etc. (approx. 123 days in a year)

Paid Leaves: Annual Paid Leave, Special Paid Leave, Sick Leave, Family Support Leave, Maternity Leave, Childcare Leave, Family Nursing Leave.

Flexible Work Styles: Flextime, Telework

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#### **Company Description**