

**Technical Assistant Position Open:  
Hybrid Nanomaterials Laboratory, Chemistry of Molecular Systems,  
Department of Applied Chemistry**

**1. Position:** Technical Assistant

**2. Affiliation:** Hybrid Nanomaterials Laboratory, Chemistry of Molecular Systems, Department of Applied Chemistry, Graduate School of Engineering, Tohoku University

**3. Job Description:**

- Chemical experiments (synthesis, thin film fabrication, instrumental analysis)
- Equipment cleaning
- Reagent and supply ordering
- Reagent management
- Equipment maintenance and management
- Data organization, data analysis, graph preparation using computer's software
- Data compilation and reporting
- Assisting with various other task as required

※ No prior experience required: We provide full support for those new to the specific areas. We highly value candidates who are proactive and eager to embrace new challenges.

※ Flexible business travel: Occasional travel may be required for experimental work; however, we prioritize your work-life balance and will always discuss feasibility based on your personal circumstances.

\* Scope of change: Assigned duties may evolve over time in accordance with the needs of the workplace.

**4. Qualifications:**

**Education background**

- Required: Bachelor's degree or higher in Chemistry, Physics, Materials Science, Pharmacy, or a related field.
- Preferred: Master's degree or higher.
- Candidates with equivalent professional experience or specialized knowledge from a vocational/technical college are also encouraged to apply

**Required skills and experience**

- Laboratory Essentials: Proficiency in basic chemistry experiments, including concentration calculations and the correct handling of standard laboratory glassware (beakers, flasks, etc.).
- Competency in Microsoft Office (Excel, Word, and PowerPoint) for data entry, reporting, and presentation.

**5. Employment Conditions:**

① Employment Term: Annual contract renewal (No probation period).

② Working Hours: 09:30 – 16:30 (60-minute break from 12:00 – 13:00).

Note: Generally, 3 to 5 days per week (Monday – Friday). Occasional weekend or holiday work may be required (several times per year) for off-site experimental research trips.

- ③ Days Off: Saturdays, Sundays, National Holidays, and Year-end/New Year break (Dec 29 – Jan 3).
- ④ Leave: Annual paid leave, refreshment leave, and other leave types as applicable.
- ⑤ Salary: Hourly wage of 1,259~1,556 yen.
  - ※Higher rates may be considered for PhD/Master's holders based on experience and qualifications.
- ⑥ Allowances: Commuting allowance and other benefits provided in accordance with Tohoku University Employment Regulations.
- ⑦ Insurance: comprehensive insurance packages (Social, Employment, and Workers' Compensation Insurance) following university policy.

**6. Start Date:** as early as possible

**7. Application Process:** Please submit the following documents via email

- Resume: Standard format, including a recent photograph
- Curriculum Vitae (CV): a detailed summary of your professional experience.
- ※ Email subject: Please use “Technical Assistant Application” to ensure your application is processed correctly.

**8. Application Deadline:** The position will remain open until a suitable candidate is selected.

**9. Mailing Address and Contact information:**

**Address:**

6-6-07 Aoba, Aramaki, Aoba-ku, Sendai city, Miyagi Prefecture, 980-8579  
Graduate School of Engineering, Tohoku University  
Rie Makiura

**E-mail:** rie.makiura.e2@tohoku.ac.jp

※ Please note that application documents will not be returned. All materials will be disposed of securely and confidentially in accordance with privacy regulations.

**10. Additional information:**

- Language flexibility: Application documents (Resume/CV) and interviews may be in either Japanese or English, based on your preference.
- Contact details: Please ensure your resume includes an up-to-date phone number and email address
- Work-life-balance: We are open to discussing flexible working hours (e.g. working hours of less than 6 hours per day).
- Commuting: Commuting by personal vehicle is permitted. On-campus parking is available for a monthly fee of 1,000 yen.
- Technical experience: If you have experience with chemical or physical experiments, please provide specific details in your career history (e.g. types of experiments, compounds handled, or specific equipment used).
- Professional growth: This role involves a wide range of responsibilities. We warmly welcome candidates who are proactive, eager to learn new things, and interested in acquiring broad technical skills.

※ **Supplemental Terms:**

- **Leave:** Annual paid leave is granted in accordance with Japanese labor laws.
- **Insurance:** Enrollment in social and labor insurance is provided based on the specific terms of employment.