



HITOTSUBASHI
UNIVERSITY

HITOTSUBASHI INTERNSHIP PROGRAM 2022

In an effort to provide exchange students with genuine cultural/educational/work experiences in Japan, Hitotsubashi University have joined with several companies in Tokyo to create a 4-week internship program in English. The purpose of this program is to provide opportunities for exchange students to understand business customs and practices in Japan, and help them to develop fundamental business skills and knowledge through practical experience.

Internship Period

July 25 (Mon.) – August 19 (Fri.), 2022

Eligibility

- Registered exchange students at Hitotsubashi University
- Japanese Language Requirement: Up to each company

*Refer to p.5-7 for details

Openings

Three companies (1 or 2 interns per company)

*Refer to p.5-7 for company profiles

Note

This program is an unpaid internship and no credit.

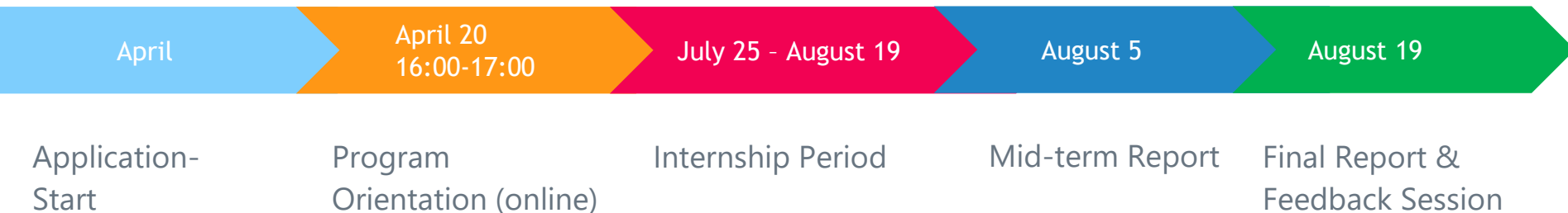


Application Form

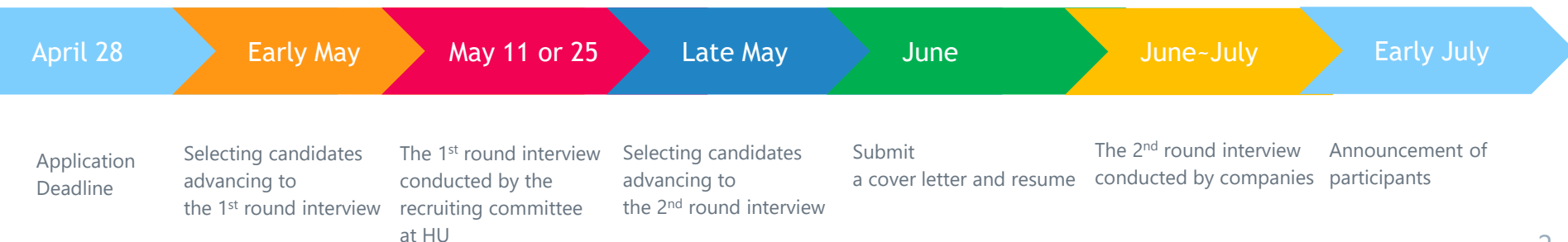
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Program Schedule



Application Deadlines & Decision Schedule



Second Round Interview

Candidates advancing to the second round interview must prepare and submit a **cover letter** (Maximum one page) and a **resume**

Cover letter should:

- ✓ Outline your main goals and briefly explain what factors have contributed to your decision to apply to this experience and why you have chosen to do so at this particular stage in your career;
- ✓ Provides a chance for you to discuss your passions, values, interests and whatever else you would like to show;
- ✓ Emphasize those experiences that were most important and meaningful for you — which may not necessarily be those that were most outwardly prestigious:
- ✓ In one page (A4).

Resume includes your employment history in reverse chronological order, if applicable (with titles, dates, and whether you worked part-time or full-time), your educational record, a picture and any other information appropriate to a business résumé. The résumé should not be more than one page.

Company Profile

1. J-Global
2. Svenson
3. Kanematsu

*This list is subject to change according to the company's availability.

1. J-Global K.K

Kaikan B2, 1-7-20, Yaesu Yaesuguchi, Chuo-ku, Tokyo



HIP 2022

Company Profile

<https://j-globalgroup.com/en/>

J-Global has a combination of product offerings that provide exploration, consulting and training for the resolution of these issues. J-Global seeks to use the best examples of Japanese style kaizen and On The Job (OTJ) practices coupled with bottom up approaches such as TEAL to create a hybrid system of management that adapts the individual and situational coaching styles of western organizations to the Team - Gata support style of Japanese organisations.

The J-Global method makes organizations more motivated, more proactive, more collaborative and more internationally effective. With J-Global, the encounter between diverse business cultures is no longer a threat. It's an opportunity for competitive advantage.

J-Global services include:

- Live Learning: a suite of active learning face-to-face programs and webinars that help companies master key J-Global skills and practices.
- Digital Learning: Micro-learning and other digital learning programs that let learners personalize learning at the most convenient time and place.
- Team Talent: our unique approach to global HR management that provides clients with a flexible team of specialists that can solve complex cross-cultural learning, staff development and HR management issues.
- Learning Systems: helping companies plan and deploy leading-edge Learning Management Systems, making their learning and employee management systems more efficient and globally aligned.

J-Global is creating a better way of doing business for culturally diverse companies based in Japan. Our mission is to help both Japan and the world learn to grow and prosper.

Job Description

Interns are expected to be flexible, proactive and supportive and may take up many different roles in our organization. In all cases you will be assigned a department manager and work on projects as they are activated during your tenure. Examples of the work you will be assigned include.

Client Projects Support

- Assisting with the Zoom support or material creation for in-house Coaching of Japanese businesspeople about intercultural communication and leadership in English in workshops / online
- Providing insight and learner support for digital learning programs by reviewing and helping us improve our content and delivery.
- Co-creating /formatting proposals and learning programs using PowerPoint and adobe to help our managers create professional presentations and reports.

Sales and Marketing Support

- Contributing to digital learning development by creating/editing video / interactive quizzes
- Updating and curating websites and social media
- Supporting meetings with client leads, follow up appointments and maintenance of CRM systems and updating correspondence details.
- Creating English/Globalization content to support the learning community
- Co-visit clients and create meeting reports and records
- Research new product material
- Research and report on market initiatives in the learning and training space

Thought Leadership Support

- Create white papers on globalizing Japanese companies
- Case studies and research on recent trends in management and cross-cultural training and development
- Update activities and materials for the J-Global clients to add to the library of materials in use.

【Work Hours】

Monday – Friday 9:30-17:30 (Remote work)

*The Full time Intern Role is based around availability of 30 hours a week between the hours of 9.30-17.30 across the Mon-Fri period.

2. Svenson Co., Ltd.

1-9-13, Akasaka, Minato-ku, Tokyo

SVENSON



HIP 2022

Company Profile

<https://www.svenson.co.jp/>

Founded in 1984, Svenson thrives to provide a wide range of products and services based on its corporate philosophy of “contributing to beauty, health and environment”.

In the passing years, Svenson grew its operations by acquiring and starting new businesses. Today, Svenson Group companies operate in various fields such as hair care products, cosmetics, table tennis and many others. Among these companies, “VICTAS” stands out for being the brand that provides the uniforms for Japan’s men’s table tennis team.

Job Description

The intern will experience a wide range of assignments at Svenson Group Human Resources Department, adopting a mission to identify and offer solutions for existing problems in order to help make the company a better place for its employees.

- Personnel management, human resources analytics
- Planning and operating employee trainings
- Employee benefits analysis, problem identification and planning solutions
- Human rights education and diversity promotion within the company

【Work hours】

09 : 00-18:00 (Lunch: 13:00-14:00)

※ (Work remotely partially)

【Requirements】

- JLPT N2 or above
- Taking Japanese Language Education courses at Hitotsubashi

3. Kanematsu



HIP 2022

SEAVANS NORTH, 2-1, Shibaura 1-chome, Minato-ku, Tokyo

Company Profile

<https://www.kanematsu.co.jp/en/>

The Kanematsu Group aims to create value for the development of society in line with the entrepreneurial spirit of its founding. Kanematsu's main business segments include field trading in various kinds of commercial products, production of traded goods, investment in businesses and provision of related services.

Tokyo Head Office | SEAVANS NORTH, 2-1, Shibaura 1-chome, Minato-ku, Tokyo 105-8005, Japan

Established | August 15, 1889

Number of Office | Domestic Head office 1, Branches 5

Overseas | 36

Number of Employees | Parent Company: 795, Affiliated companies: 7,296

Job Description

- Orientation (Introduction of the Company, Precautions, etc.)
- Workshop in Sales Divisions and Back-Office Departments
- Introduction of the Industry and Merchandise(Sales Division)
- Documentation(Finance Department, Logistics and Insurance Department)
- Attending the Business Meetings

【Work hours】

09 : 00-17:15 (Lunchbreak: 60 minutes between 11:30-13:30)

【Requirement】

- Taking Japanese Language Education courses at Hitotsubashi