

Business or Engineering Associate Opportunity in Suzhou, China

About the Company

Founded in 1938, UV* is an American company that is committed to manufacturing superior quality anodes and high purity chemicals for the worldwide metal plating and PCB industries. In 2002 UV expanded its production overseas by establishing UVI, Ltd.*, a wholly owned foreign enterprise (WFOE) in Suzhou New District, China. Suzhou is located approximately 120 km (75 miles) east of Shanghai. The city covers approximately 8,500 square km and has a population of more than 6 million people. UVI, Ltd. is located in a newly constructed facility on 8.9 acres with 6000 square meters under roof. Production at Suzhou began in November 2003 and the first shipments were sent to customers in December 2003. UVI, Ltd. received ISO 9001:2000 registration in 2005.

About the People

UVI, Ltd. currently employs more than 50 people. The Company's General Manager is an American. The staff is comprised of a diverse mix of people from across China. Average employee age is approximately 30. All office staff members are conversational in English, making it easy to become involved quickly. Most factory workers speak little or no English, providing an excellent environment to learn and practice Mandarin Chinese. As an international associate, your work station will be located adjacent to other staff members in a lively, open office environment.

About the Opportunity

A two-year assignment at UVI, Ltd. can be one of the most rewarding experiences of your professional career. You'll have the opportunity to complete challenging projects *and* provide support for ongoing operational activities. You'll also have the opportunity to gain working and living experience in China. You'll be doing a lot more than a job. And you'll get a lot more in return.

Applicants for this position must be available for full-time employment in Suzhou, China for two years with a target start date of September 2009.

Here are answers to some frequently asked questions:

What majors does UVI, Ltd. look for?

- Engineering associate position – BS in Chemical Engineering, Industrial Engineering, Manufacturing Engineering, Mechanical Engineering or related discipline.
- Business associate position – BS/BA in Business, Industrial Management, Marketing, Supply Chain Management or related discipline.

In addition to academic preparation, two or more years of work experience is desired.

What knowledge, skills and abilities do I need?

- Project management skills, including ability to define project scope from objectives provided by management; define tasks and roles; set and meet deadlines
- Proficiency in Microsoft Office and Lotus Notes
- Proficiency in or willingness to learn Mandarin Chinese (Although Chinese language skill would be a plus, the only requirement is a strong desire to learn)

* Additional information about UV and UVI, Ltd. will be provided to job candidates who are selected for interviews.

- Good judgment and problem solving skills
- Excellent interpersonal skills with a desire to serve and to invest in the lives of others
- Positive attitude
- Flexibility/adaptability to change, including willingness to seek and/or accept assistance in adapting to foreign environment and living conditions (e.g., accommodations, personal banking, phone usage, etc.)
- Ability to perceive how you come across to others and to modulate personal style as circumstances warrant.

Prospective international associates also should be able to think critically and creatively and to work independently and cooperatively. Other qualities we look for include the highest ethical standards and excellent oral and written communication skills.

What kinds of responsibilities would I have?

As an international associate, you will report directly to UVI Ltd.'s General Manager. This will provide broad exposure to the daily requirements of managing a multi-million dollar international firm. Your specific duties and responsibilities will depend on current company needs as well as your personal strengths and interests. Some past examples include:

- Engineering/planning projects:
 - plant layout and systems analysis
 - equipment preventative maintenance & scheduling
 - internal audits
 - staffing projections
 - costing
- Training employees on topics related to your education and work experience (e.g., lean manufacturing, safety, English language tutoring)
- Software and document management:
 - SAP software management (BOM lists, production orders, etc.)
 - ISO documentation (review and edit for English content and grammar)
 - proofing translated website material, announcements, messages, etc. for Chinese staff members
- UVI Ltd. social responsibility activities:
 - lead or assist in small group studies offered to interested staff after work hours (weekly 1-hour meetings)
 - partner with HR department in assisting local school for children of migrant workers (Company paid tuition for 25 student in 2008; also conducts Saturday English tutoring classes for students and works to develop relationships with students' family members and school administrative staff)
 - assist in planning programs for Western holidays (e.g., Thanksgiving and Christmas) and other events
- Interaction with co-workers
 - eat out with other staff members after work (there are many "safe" dishes at every meal; an adventurous spirit can make things more interesting)
 - participate in sporting activities such as badminton, basketball, ping pong, hiking, biking etc.
 - leisure activities such as weekend trips to Shanghai and other nearby sites, card games, Mahjong, Karaoke, etc.
 - share Western culture through hosted events, cooking with co-workers and daily office interaction

How do I apply?

If you are interested in this position, please email your resume to: denny@keywayassociates.com (Keyway Associates is a US investor/partner firm with UVI, Ltd.).

##