

Internship Program Application Form

(For Companies Participating in the Taipei Tech Internship Program)

Company Profile

Company Name	TOKU-E EU B.V.
Representative (Title and Name)	Lynn/ Operation Manager
Head Office Address	Poortakkerstraat 21 Bus 0001, 9051 Sint-Denijs-Westrem, Gent, Belgium
Company Website	TOKU-E
Number of Employees	30
Business Description (Industry: __Biotech _____)	TOKU-E is an ISO 9001:2015 certified chemical manufacturer company that specializes in highly purity antibiotic and derived compounds for life science research and diagnostic uses in cancer research, stem cell research, cell culture, microbiology, and antibiotic susceptibility testing. We are also the major supplier of antibiotics and chemicals to microbiologists, molecular biologists, and plant biologists all over the world.

Contact Information for Document Submission

Mailing Address (if different from above)	ahuang@toku-e.com
Department in Charge	Supply Chain Department
Contact Person (Title and Name)	Amber / Supply Chain Manager
Phone Number	+31659365241
Email Address	ahuang@toku-e.com

Internship Applicant Requirements

Number of Interns Accepted	3-5
Eligible Students	☒ Any ☐ Graduate ☐ Undergraduate
Preferred Faculty /Department	• Production Operator (Purification & Production) • QC Technician (Chem)
Required English/Japanese Level	☒ Daily conversation ☐ Intermediate ☐ Advanced
Required Skills	• Production Operator (Purification & Production) - Knowledge of several analytical and preparative chromatographic techniques such as those mentioned in the job content.

	-Team players who can work independently: plan, organize and prioritize work. -Eager to work under a quality system (ISO9001:2015)
Other Requirements	-Attention to detail and traceability in practical work and reporting. -Good trouble shooting skills. -Fluency in English.
Sales Points / Message to Students	We are currently seeking individuals with experience in QC who are open to diverse tasks and want to specialize in chemical purification and quality control. TOKU-E is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. If you have a chemical background, are passionate about science and excited about the opportunity to contribute to ground-breaking research projects, we encourage you to apply.

Internship Conditions & Program

Department	OPERATION and R&D
Address / Access	Poortakkerstraat 21 Bus 0001, 9051 Sint-Denijs-Westrem, Gent, Belgium
Daily Working Hours (From: HH:MM To: HH:MM, Break: <u>60</u> minutes)	9:00-17:00
Internship Theme	• Production Operator (Purification & Production) • QC Technician (Chem)
Internship Goals	
Role	• QC Technician (Chem) - Conduct chemical tests on raw materials, in-process samples, and finished products according to established SOP specifications. -Operate and maintain laboratory equipment, including performing calibration and troubleshooting issues, equipment included: HPLC, QC, UV-vis, ICP, IR, polarity meter etc. -Develop, validate and update analytical methods and SOPs according to pharmacopeia and literatures related. Perform stability testing to monitor shelf life over time according to plan -Combine all testing results, procedures, and findings, and prepare testing reports. -Analyze quality control data to identify trends and assist in troubleshooting quality issues.

	-Ensure all activities comply with company quality policy and external regulatory standards (GMP, or pharmacopoeia requirements). -Collaborate with production, R&D, and QA teams to address quality concerns and support product development. • Production Operator (Purification & Production) - The execution of preparative experiments (HPLC) and analytical experiments such as liquid chromatography coupled to different types of detectors (MS, UV, PDA and ELSD detectors) as well as gas chromatography. -Together with the Operation Manager, to prepare and schedule the experimental work. -The execution of the following techniques such as dry mass determination, freeze drying, SpeedVac concentration, crystallization, IR spectrometry, ion exclusion chromatography and thin layer chromatography (TLC). -Perform purification of compounds on both small and large scale. -Analyze and characterize purified products to ensure they meet quality and purity standards. -Troubleshoot and resolve technical challenges and optimize purification methods -Develop, optimize and validate analytical methods for product characterization -Write and review technical reports, SOPs and other technical documentation. -Set up, operate, and maintain laboratory equipment, ensuring proper calibration, cleaning, and functionality -Conducting and support other teams to synthesis small volume chemicals to meet customer requirement -Provide support for experimental redesign and troubleshooting analytical issues -Ensure all work is conducted in compliance with laboratory safety protocols and guidelines -Ensure the laboratory is well-stocked and resourced, including the proper handling and disposal of hazardous materials
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Internship Schedule (Tentative)

Week	Activities	Theme
Opening (7/1-4)	Kick off ceremony Orientation/ Ice breaking	
Week 1 (7/5-11)		
2 (7/12-18)		
3		

(7/19-25)		
4 (7/26-8/1)		
5 (8/2-8/8)		
6 (8/9-15)		
7 (8/16-22)		
8 (8/23-29)		
Closing (8/30-9/5)	Closing ceremony Achievement report/ Networking	

*Note: The above schedule is subject to change.