



Team Assistant

秘書のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資系製薬企業

Job ID

1533619

Industry

Pharmaceutical

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6.5 million yen

Work Hours

09:00 ~ 18:00

Holidays

【有給休暇】有給休暇は入社時から付与されます 初年度 20日 【休日】完全週休二日制 土 日 祝日

Refreshed

June 13th, 2025 07:00

General Requirements

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

【求人No NJB2294526】

Responsibilities of the role include:

- ・ Provides administrative support to the GM and /or other managers.
- ・ Manages calendar (s) and coordinates scheduling.
- ・ Assists in the creation of documents memos reports spreadsheets and presentation materials as needed and requested by department members and /or department head.

- Arranges travel (transportation lodging passport/visas etc.) upon request and monitors itineraries to resolve travel related issues/concerns.
 - Organizes internal and external meetings (conference room reservations and preparation meeting materials catering etc.) as required for the Region. Provides administrative oversight to ensure the technology tools etc. required for meetings are functioning properly. Manages calendars/schedules involving internal team members and external partners.
 - Processes expense reports to ensure compliance with corporate policies/practices supporting the GM in this specific task.
- Request contracts Statements of Work and Task orders in line with business needs and our standards.
- Processing Purchase Orders processing invoices setting up new vendors and communicating accruals.
 - Performs other tasks and assignments as needed and specified by management.

Required Skills

Requirements for the role include:

- A Diploma or Certificate in a related discipline and a minimum of 3 years of related professional experience OR equivalent combination of experience and/or education.
 - Demonstrated ability to accurately efficiently and effectively manage multiple stakeholders.
 - Excellent planning organization and time management skills include the ability to support and prioritize multiple projects and people.
 - Analytical thinker with excellent problem solving skills/abilities to adapt to changing priorities/deadlines.
 - Ability to work independently and collaboratively as required in a fast paced matrixed team environment consisting of internal and external team members and stake holders.
 - Ability to handle confidential information with discretion.
 - Flexibility to work outside of core business hours when necessary.
 - Interest to grow with and within the organization over time.
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- Excellent English language verbal and written communication and skills.
 - Proficiency using advanced functionality of Microsoft Office Suite (e.g. PowerPoint Excel Word) .

*Special knowledge or skills and/or licenses or certificates preferred.

- Associate's or Bachelor's (or equivalent) degree is preferred.
- Experience providing high level administrative support at departmental level in a pharmaceutical biotechnology or related environment.
- Fluency in other languages beneficial particularly languages spoken in the Region.

* Travel requirements = 0 10%

Company Description

ご紹介時にご案内いたします