

Smith+Nephew

Associate Medical Education Meeting Planner

Major global medical technology company

Job Information

Hiring Company

Smith + Nephew

Job ID

1555999

Industry

Medical Device

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5 million yen

Work Hours

9:00-17:30

Refreshed

September 1st, 2025 02:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Description:

This position is responsible for backend Meeting Planning support for Medical Education programs and will partner with the Meeting Planners who are responsible for the planning and execution of programs as well as Medical Education program managers, Finance, Health Care Providers, vendors and other integral internal functions to ensure delivery of the highest quality and a consistently excellent customer experience.

This role will support event planning and logistics for the event, which may include ground transportation, HCP travel, event management technology, catering, vendor payments, cross charges, onsite materials, shipping, occasional onsite event

support.

This person will have excellent time management, meet strict deadlines, have keen attention to detail, strong communication skills both written and verbal, and the ability to manage multiple tasks while maintaining a high level of customer service.

Event Management Logistics Support

- Support meeting planning logistics for Medical Education courses that generally range in size from 2-100 attendees. This may include HCP Travel, ground transportation, catering, shipping materials, vendor payments, etc.
- Support attendee experiences through the event planning phase through post-event review; support on-site preparations, and ensure consistent, high-level service throughout all phases.
- Processes Vendor payments and expenditures for each meeting. Supports documentation of expenses in budget document.
- Ensure adherence to all Compliance, Code Of Conduct and local laws regarding interactions with Health Care Providers (HCP).
- May support events utilizing Meeting Management technology solution(s) for attendee management and communications.
- Effectively communicate directly with HCP's and internal partners
- Support issues that arise during the planning process and on the event day.
- Supports meeting planning process by providing reports if needed or requested such as: rooming, participants list, ground transportation, group air, arrival and departure, food and beverage, translation etc.
- Knowledge of meeting planning policies, procedures, compliance, business and best practices.

Reporting and Compliance

- Support Compliance reporting for all activities, inclusive of aggregate spend, transparency, etc.
- Adherence to S+N business conduct policies and procedures as well as local laws and regulations.
- Maintain the highest standards of ethics and compliance.

Ad hoc duties

In addition to the above, employees may be asked to perform other duties that may be reasonably required including working on special projects, within the scope of the job title and to work safely at all times with due regard for health, safety, and environmental protection.

Required Skills

Requirements

- Minimum of 2 years of administrative experience, preferably in the medical device industry.
- Bachelor's degree is preferred.
- Background in hospitality and event management a plus.
- Possible travel required 5-10%
- Fluent written and oral Japanese and communication level English skills are required.

Competencies

- Highly detail oriented with a critical degree of accuracy regarding event details.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and meticulous attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to work under pressure in a fast-paced environment.

- Self-motivated and ready to take on challenges.
- Prepared to work flexible hours.

Company Description