



総務マネージャー / General Affairs Manager

年収1500万円可 | 上場企業の総務部門マネージャー募集

Job Information

Recruiter

Advisory Group K.K.

Job ID

1561283

Industry

Pharmaceutical

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience ~ 15 million yen

Refreshed

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General Requirements

Minimum Experience Level

Over 10 years

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

上場企業の経営を支える、総務の中核ポジション！

企業概要

国内外で成長を続けるグローバル製薬企業にて、コーポレート部門をリードする総務マネージャーを募集します。
株主総会・取締役会運営や内部統制、危機管理対応など、総務部門の幅広い機能を統括。
上場企業での経験を活かし、戦略と実行の両面で活躍できる環境です。

業務内容

- ・取締役会運営、社内規程・文書管理を通じたコーポレートガバナンスの強化
- ・株主総会、取締役会、経営会議等の運営
- ・社内規程、稟議フロー、社内文書の整備と管理
- ・株主名簿、ストックオプション等の株式関連業務
- ・商業登記、印章管理
- ・BCP、防災対策、反社会的勢力対応、保険管理などの危機管理体制の構築・運営
- ・オフィス、施設、資産の管理、ベンダー対応を含む総務業務全般のマネジメント

Lead corporate governance and operations in a global environment!

Company Overview

A global pharmaceutical company is seeking an experienced General Affairs Manager to lead its corporate functions in Japan.

This is a key position responsible for board operations, internal controls, crisis management, stock-related affairs, and overall general affairs management.

You will work closely with executive leadership and oversee governance from both strategic and operational perspectives.

Key Responsibilities

- Enhance corporate governance and internal controls through board and document management
- Organize and manage Shareholders' Meetings, Board of Directors, and executive meetings
- Maintain and update company policies, internal documents, and approval workflows
- Manage shareholder registry, stock options, and stock-related procedures
- Oversee commercial registration and company seals
- Lead crisis management activities including BCP, disaster prevention, insurance, and anti-social forces response
- Supervise facilities, asset management, vendor coordination, and general affairs operations

Required Skills

応募資格（必須）

- ・総務部門での実務およびマネジメント経験（10年以上）
- ・上場企業での総務またはコーポレート部門経験
- ・自ら手を動かすハンズオン型リーダーとしての実行力
- ・ネイティブレベルの日本語力
- ・ビジネスレベルの英語力
- ・日本国内での就労資格

歓迎条件

- ・製薬業界での業務経験（必須ではありません）
- ・複数部門・経営層との折衝経験
- ・総務領域全般（株式、登記、危機管理、ファシリティ等）の幅広い知見

Requirements

- 10+ years of experience in general affairs with management responsibilities
- Experience working in a listed company
- Hands-on leader with the ability to both manage and execute operations
- Native-level Japanese
- Business-level English

- Valid work authorization for Japan

Preferred Qualifications

- Experience in the pharmaceutical industry
- Proven ability to collaborate with executives and cross-functional teams
- Broad knowledge of corporate administration including stock management, compliance, and facilities

Company Description