



## General Affairs - Hybrid, Flex Time and European Pharma 👍 Exclusive job

**World Leading Multinational Company**

### Job Information

#### Temp Agency

Randstad K.K., Professionals

#### Hiring Company

Multi National Pharma Company

#### Job ID

1565067

#### Industry

Pharmaceutical

#### Company Type

Large Company (more than 300 employees) - International Company

#### Job Type

Contract

#### Location

Tokyo - 23 Wards

#### Salary

4 million yen ~ Negotiable, based on experience

#### Refreshed

April 14th, 2026 10:01

### General Requirements

#### Minimum Experience Level

Over 6 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

#### Key Responsibilities

- **Clerical & Documentation:**

- Handle data entry, filing (physical and digital), and document organization.

- Draft, proofread, and prepare routine correspondence, reports, and presentations.
- Maintain and update databases and contact lists.
- **Communication & Reception:**
  - Answer and direct phone calls and manage the main office email inbox.
  - Greet and assist visitors, clients, and vendors.
  - Schedule and coordinate meetings, appointments, and conference room bookings.
- **Office Support:**
  - Manage and distribute office mail, packages, and deliveries.
  - Monitor and order office supplies and maintain inventory levels.
  - Assist with travel arrangements and expense report processing, as needed.

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