



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

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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.

Company Description