



【800～1400万円】 リソースマネジメント担当

第一三共株式会社での募集です。 臨床開発リーダー・臨床開発プロジェクトマネージ...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

第一三共株式会社

Job ID

1573548

Industry

Pharmaceutical

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 14 million yen

Work Hours

08:45 ~ 17:30

Holidays

【有給休暇】有給休暇は入社時から付与されます 初年度最大20日、入社初日から付与※入社時期によって異なる 【休日】完全週休二日...

Refreshed

May 2nd, 2026 21:00

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 NJB2320546】

- ・ Collaborate with R D leaders and functional teams to assess resource needs and provide insights to support planning decisions
- ・ Support analysis of project and non project workload impacts on headcount and budget
- ・ Track actual headcount and effort data and help interpret trends and variances
- ・ Contribute to ongoing process improvements in time tracking and resource forecasting
- ・ Build effective partnerships with both local and global stakeholders
- ・ Prepare and deliver reports and materials for leadership reviews and portfolio meetings
- ・ Contribute to special cross functional projects as needed

Required Skills

[MUST]

- Understanding of basic resource concepts such as FTEs headcount and capacity
- Strong Excel skills (e.g. pivot tables formulas charts)
- Exposure to project planning operations or business analysis
- Ability to communicate effectively in English (written and verbal) in a global environment
- Interest in the pharmaceutical or life sciences industry
- Analytical mindset with a practical problem solving approach
- Comfortable navigating ambiguity and learning new concepts on the job
- Able to manage multiple stakeholders and communicate clearly across functions
- Self motivated and eager to contribute to the evolution of a growing function

[WANT]

- Experience working in or supporting pharmaceutical R D or clinical development
- Familiarity with project management tools (e.g. Planisware MS Project etc.)
- Experience working with or building simple resource planning models or templates
- Understanding of the drug development process
- PMP or other project management training or certification

Company Description

■医療用医薬品の研究開発、製造、販売等