



【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

February 5th, 2026 20:00

## 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

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## 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

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## Company Description

■医療用医薬品の研究開発、製造、販売等