

**【1300～1500万円】 Associate Director（PV部門）**

**IQVIAサービシーズ ジャパン合同会社での募集です。 安全性情報（臨床開発・...**

## Job Information

**Recruiter**

JAC Recruitment Co., Ltd.

**Hiring Company**

IQVIAサービシーズ ジャパン合同会社

**Job ID**

1593604

**Industry**

Contract Research Organization

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

13 million yen ~ 15 million yen

**Work Hours**

09:00 ~ 17:30

**Holidays**

【有給休暇】初年度 最大12日 1か月目から 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 夏季休暇

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**Refreshed**

May 28th, 2026 16:16

## 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 NJB2380433】**

Safety Operationsチームをリードし、グローバルおよびローカルの基準に沿った業務運営を推進いただきます。社内外の関係者と連携しながら、プロジェクトの品質・納期・コスト管理を担い、顧客への高品質なサービス提供と事業成長に貢献いただくポジションです。

**【主な業務内容】**

- ・ Safety Operationsチームのマネジメント（リソース管理、稼働管理、パフォーマンス管理）
- ・ プロジェクト進行管理（スケジュール、品質、コスト、リスク管理）
- ・ 部下の育成、トレーニング計画の策定および実行
- ・ 業務プロセスの改善・標準化の推進
- ・ Safety Managementや関連部門との連携（マトリクス環境での業務推進）
- ・ 顧客対応（プロジェクト報告、課題対応、関係構築）
- ・ 入札対応（RFP / 提案支援）およびBusiness Developmentとの連携
- ・ チームエンゲージメント向上施策の企画・実行
- ・ グローバルプロジェクト・会議への参画

・ Collaborate with other operations specialist's managers to address problem areas work scheduling for current and projected projects staffing needs equipment needs and projected peak workloads ensuring global consistency. Monitor assess and report utilization of staff. Identify and implement solutions for poor utilization of staff ensuring global consistency.

- ・ Ensure direct reports are cross trained on Safety service offering
- ・ monitor and develop training plans
- ・ identify training and development needs of staff in collaboration with Training team and Safety Management.
- ・ Lead and encourage direct reports in continuous improvement of department work processes procedures and infrastructure. Instruct and lead direct reports in efficient management of project budgets through effective timesheet reporting. Work closely with operations specialist managers.
- ・ Work with Safety Management constructively in a matrix framework to achieve project and customer deliverables.
- ・ Hold at least bi monthly meetings with direct reports to discuss at a minimum: project status including timelines delivery updates financial aspects of the group or project and potential risks associated mitigation and support required; status of any initiatives that they may be involved in; the team's utilization rates; the direct report's training and other administrative obligations such as Standard Operating Procedures (SOPs) and corporate training mandates; personnel issues; and career or training objectives.
- ・ Create and implement plans for measuring and improving employee engagement ensuring global consistency. Maintain open and regular communication with direct reports to ensure a supportive working environment.
- ・ Efficiently conveying messages from leadership to direct reports and teams as well as effectively communicating issues and opportunities up to leadership
- ・ Might be needed to serve as the designated substitute or alternatively ensure coverage is in place for direct reports during their absence or in case of turnover
- ・ Prepare present and respond in bid defense meetings and discussions. May input into more complex requests for information (RFIs) or requests for proposal (RFPs) . Liaise with Business Development to give timely inputs regarding the feasibility of all new proposals going out to clients.
- ・ Contribute at IQVIA internal cross functional project team meetings interfacing with other functional leads customer project status meetings and oversight group meetings. Subject Matter Expert (SME) Meetings as appropriate.

## Required Skills

### 【必須要件】

理系（ライフサイエンス／ヘルスケア等）の学士号  
 Safety（PV）領域における業務経験 最低5年以上  
 チームマネジメント経験 最低4年以上  
 ビジネスレベル以上の日本語・英語能力（読み書き、会話とも）

### 【歓迎】

大規模チームのマネジメント  
 グローバルプロジェクト経験  
 予算管理・ファイナンス知識

### 【Qualifications】

- ・ Bachelor's Degree Scientific or healthcare discipline or allied life sciences Req
- ・ Bachelor's degree in life sciences or related field and up to 10 years of relevant experience inclusive of up to 5 years of PV experience and up to 4 years of experience in managing a workforce of up to 100 employees and • or equivalent combination of education training and experience. Pref
- ・ In depth knowledge of Safety service lines. Advanced
- ・ willingness to increase knowledge across Safety service lines and develop new skills. Advanced
- ・ Flexibility to operate in shifts. Advanced
- ・ Flexibility to support in global time zones as required. Advanced
- ・ Strong business acumen; financial management and budgeting skills.
- ・ Proven Staff management skills strong leadership motivational and influencing skills.
- ・ Strong project management; strategic planning; delegation and organisational skills. • Proven ability to work on multiple projects and manage competing priorities.
- ・ Confident in raising and discussing sensitive topics without management intervention and in communicating effectively with senior levels of management in both IQVIA and customer organizations
- ・ Demonstrated ability to remain calm and assertive yet diplomatic in more challenging interactions with customers and colleagues.
- ・ Excellent communication (both verbal and written) presentation and negotiation skills.
- ・ Ability to establish and maintain effective working relationships with coworkers direct reports managers and customers at a senior level
- ・ Autonomous independent decision making; problem solving and judgment skills.
- ・ • Strong customer focus; account and alliance management and experience in customer contracting models. • Proven ability to professionally network; present and lead at meetings/ teleconferences.
- ・ Ability to achieve results through communication facilitation negotiations in a matrix service delivery environment with shared responsibilities.
- ・ Demonstrate excellent flexibility; self motivation; creativity; innovation and solutions driven approach.
- ・ Demonstrates financial awareness. Promotes good practices to manage financial performance
- ・ Strong ownership skills: take initiative and move forward with limited guidance.

## Company Description

IQVIA (NYSE:IQV) は、先進的かつ高度な分析機能、変革をもたらすテクノロジー、および臨床試験サービスをライフサイエンス業界の皆さまへ提供する世界的なリーディング企業です。IQVIAは、自社に持つ分析力、革新的なテクノロジー、ビッグデータのリソース、そして広範な事業領域における専門知識により、ヘルスケアのあらゆる側面でインテリジェントな繋がり (intelligent connections) を創出します。私たちは、IQVIA Connected Intelligence・により、強力なインサイトを迅速かつ変化に対応する機敏性をもってご提供することで、患者の皆さまの医療アウトカムを高める革新的な治療の臨床開発の加速化や、市販化の促進に取り組むお客様をご支援します。現在、私たちIQVIAはおよそ86,000人の従業員が世界100以上の国と地域で事業を展開しています。IQVIAは、患者の皆さまの個人情報保護の分野においても世界をリードしており、個人情報を保護するために、プライバシー強化技術や安全対策に取り組んでいます。また、医療関係者の皆さまが疾患のパターンを特定してより優れたアウトカムを実現するために必要な、正確な治療方針や治療法と関連づけに資する規模の情報を、当社では生成・分析しています。IQVIAが持つインサイトや実務実行力は、治療・治癒の道を切り拓くバイオテクノロジー企業、医療機器メーカーおよび製薬企業、医学研究機関、政府機関、保険者やその他様々な医療関係者の皆さまによる、疾患や人間の行動、サイエンスの進歩に対するより一層の理解の深耕をご支援します。