



Operation Specialist

ステリスジャパン株式会社での募集です。 総務・庶務・ファシリティのご経験のある...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

ステリスジャパン株式会社

Job ID

1615444

Industry

Medical Device

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5.5 million yen ~ 7.5 million yen

Work Hours

09:00 ~ 17:00

Holidays

【有給休暇】初年度 10日 3か月目から 【休日】完全週休二日制 土 日 祝日 夏季休暇 年末年始 ・完全週休二日制（土・日）...

Refreshed

October 1st, 2026 16:08

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2410043】

Japan Business Operations (Approx. 60%) :

- Provide day to day operational and administrative support
- Coordinate cross functional activities to ensure smooth business operations
- Support local office and operational requirements

Customer Service Supply Chain (We currently have a Customer Service Executive based in Japan) :

- Act as a key contact point for customers via phone and email
- Handle customer (mainly dealers) enquiries and order related communications
- Coordinate with supply chain teams on customer requirements and deliveries (e.g. export procedures and shipping documentation)
- Use ERP systems for order processing and operational activities

Sales Support:

- Provide administrative and coordination support to the sales team
- Liaise with sales representatives as required

HR Finance Administration (Our HR and Finance are based in Shanghai) :

- Support local onboarding and offboarding processes
- Assist with general HR/Finance administrative tasks in accordance to local Japan regulations

Required Skills

【必須】

- カスタマーサポートもしくはアドミニストレーション、オフィスコーディネーションの経験3年以上
- Microsoft Office (Word、Excel、PowerPoint) 活用経験
- データ管理スキル

【歓迎】

- ヘルスケア業界経験
- ERP利用経験
- 輸出版売や貿易実務知識
- 出荷関連書類の知識

【求める人物像】

- 正確性が高い方
- 業務を整理して進められる方
- 顧客志向が高い方
- チームワークを大切にできる方
- 主体性がある方
- マルチタスク対応ができる方
- タスク管理能力が高い方

Company Description

医療及び製薬工場用機器、洗浄剤等の輸入、総代理店のサポート業務