

**【即日スタート可能】 Training Assistant in Biopharmaceuticals****募集職種****人材紹介会社**

エンワールド・ジャパン株式会社

求人ID

1473400

業種

医薬品

雇用形態

派遣

勤務地

東京都 23区, 品川区

給与

時給制 ~ 経験考慮の上、応相談

時給

2000/h + transportation fee (negotiable depending on skills)

勤務時間

Mon~Fri 09:00~17:30 no overtime expected

更新日

2024年05月07日 04:00

応募必要条件**キャリアレベル**

中途経験者レベル

英語レベル

流暢

日本語レベル

流暢

最終学歴

大学卒 : 学士号

現在のビザ

日本での就労許可が必要です

募集要項**Job Description:**

The Training Support role entails ensuring the seamless operation of support services for both the local and regional Training teams.

The individual in this position will be responsible for managing a dedicated training portfolio, which includes overseeing various administrative tasks such as event management, communication with participants, and handling billing processes.

Their primary goal is to ensure the efficient and effective delivery of training programs, contributing to the overall success of the Training team's initiatives.

Main Responsibilities & Tasks:

- Administer training organization, facilitation, and record-keeping processes
 - Offer initial support for the maintenance of training resources and tools within the Training Center, including managing the booking system for training labs
 - Collaborate with internal Subject Matter Experts (SMEs) and external vendors to coordinate training courses for both internal employees and external customers
 - Generate standard reports and oversee the management of training monitoring data and utilization statistics for laboratory resources
 - Provide administrative support for additional training projects across Asia and global training initiatives as needed
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スキル・資格

Qualification & Skills:

- Academic degree in relevant field
 - Accurate and sound administration experience
 - Ability to competently and accurately work with databases, spreadsheets and software packages
 - Clear and effective written and verbal communication skills
 - Fluent in English and Japanese language
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会社説明