

「プロだからわかる、あなたのスキルが活きる場所」
60以上の業界・職種に特化した専門チームがサポート

Robert—
Walters

【英語を活かす】オペレーションスペシャリスト/ Operations Specialist

医療サービス企業にて、オペレーションスペシャリストの求人がございます。

募集職種

人材紹介会社

ロバート・ウォルターズ (Robert Walters)

採用企業名

医療サービス企業

求人ID

1538821

業種

福祉・介護

雇用形態

正社員

勤務地

東京都 23区

給与

400万円 ~ 550万円

勤務時間

お問い合わせください

休日・休暇

完全週休2日制, 土日祝日休み, 有給休暇

更新日

2025年05月08日 12:01

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

ビジネス会話レベル

日本語レベル

ネイティブ

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

A foreign medical and safety assistance provider is looking for an Operations Specialist. The selected candidate will be handling various types of assistance requests from clients, ranging from medical to security and logistical needs.

The company is a global leader in providing health and security services, specialising in medical assistance, international healthcare, and risk management solutions. With a strong presence in over 90 countries, it supports organisations and individuals by ensuring their well-being and safety in challenging environments.

Keywords:

Job Ref: NFA12T

Responsibilities:

- Provide operations and logistics expertise in understanding and fulfilling requests for assistance
- Demonstrate a professional, positive and caring attitude when servicing clients
- Ensure continuity of service delivery by answering all requests for assistance in a timely manner
- Document all matters relating to these requests using the telecommunication and computer systems made available by the organisation
- Plan and coordinate the full range of services for clients, utilising internal resources and external correspondents where necessary
- Manage cases with a sense of responsibility and urgency, proactively working around barriers to achieve the best outcomes for our clients

Requirements:

- High school diploma or above (Tertiary is preferred)
- 1-2 years of experience in logistics and customer service
- Proficient in MS Office (Word and Outlook)
- Experience working in logistics, travel, or the healthcare sector is desirable
- Experience in a phone-based or call centre environment is desirable
- Native level written and verbal Japanese; advanced level written and verbal English (other languages are advantageous)

会社説明

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.