



Team Assistant

秘書のご経験のある方は歓迎です。

募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

非公開

求人ID

1554424

業種

医薬品

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 650万円

勤務時間

09:00 ~ 18:00

休日・休暇

【有給休暇】有給休暇は入社時から付与されます 初年度 20日 【休日】完全週休二日制 土 日 祝日

更新日

2025年11月27日 21:00

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

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

【求人No NJB2294526】

Responsibilities of the role include:

- ・ Provides administrative support to the GM and /or other managers.
- ・ Manages calendar (s) and coordinates scheduling.
- ・ Assists in the creation of documents memos reports spreadsheets and presentation materials as needed and requested by department members and /or department head.

- Arranges travel (transportation lodging passport/visas etc.) upon request and monitors itineraries to resolve travel related issues/concerns.
 - Organizes internal and external meetings (conference room reservations and preparation meeting materials catering etc.) as required for the Region. Provides administrative oversight to ensure the technology tools etc. required for meetings are functioning properly. Manages calendars/schedules involving internal team members and external partners.
 - Processes expense reports to ensure compliance with corporate policies/practices supporting the GM in this specific task.
- Request contracts Statements of Work and Task orders in line with business needs and our standards.
- Processing Purchase Orders processing invoices setting up new vendors and communicating accruals.
 - Performs other tasks and assignments as needed and specified by management.

スキル・資格

Requirements for the role include:

- A Diploma or Certificate in a related discipline and a minimum of 3 years of related professional experience OR equivalent combination of experience and/or education.
 - Demonstrated ability to accurately efficiently and effectively manage multiple stakeholders.
 - Excellent planning organization and time management skills include the ability to support and prioritize multiple projects and people.
 - Analytical thinker with excellent problem solving skills/abilities to adapt to changing priorities/deadlines.
 - Ability to work independently and collaboratively as required in a fast paced matrixed team environment consisting of internal and external team members and stake holders.
 - Ability to handle confidential information with discretion.
 - Flexibility to work outside of core business hours when necessary.
 - Interest to grow with and within the organization over time.
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- Excellent English language verbal and written communication and skills.
 - Proficiency using advanced functionality of Microsoft Office Suite (e.g. PowerPoint Excel Word) .

*Special knowledge or skills and/or licenses or certificates preferred.

- Associate's or Bachelor's (or equivalent) degree is preferred.
- Experience providing high level administrative support at departmental level in a pharmaceutical biotechnology or related environment.
- Fluency in other languages beneficial particularly languages spoken in the Region.

* Travel requirements = 0 10%

会社説明

ご紹介時にご案内いたします