

MichaelPage

www.michaelpage.co.jp

Customer Service Assistant

Customer Service Assistant

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1562231

業種

医療機器

雇用形態

契約

勤務地

東京都 23区

給与

400万円 ~ 450万円

更新日

2025年10月18日 23:10

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

基礎会話レベル

日本語レベル

ネイティブ

最終学歴

短大卒： 準学士号

現在のビザ

日本での就労許可が必要です

募集要項

The CS Assistant in the life science industry will play a key role in supporting customer service operations, ensuring smooth communication and satisfaction. Based in Tokyo, this role requires attention to detail and a commitment to providing excellent service.

企業情報

A small-sized company operating in the life science industry, focused on delivering specialized products and services. With a dedicated team, the organization prioritizes quality and customer satisfaction, fostering a professional and efficient work environment.

職務内容

- Provide administrative support for the customer service team, ensuring timely responses to inquiries.
- Maintain accurate records of customer interactions and transactions.
- Coordinate with internal teams to resolve customer issues effectively.
- Assist in preparing reports and analyzing customer feedback to improve services.
- Monitor order processing and ensure accuracy in delivery schedules.
- Support the implementation of customer service initiatives and improvements.

- Handle communication with clients in a professional and courteous manner.
- Ensure compliance with company policies and procedures in all customer interactions.

条件・待遇

- Competitive salary ranging from JPY 4000000 to JPY 4500000.
- Opportunity to work in the life science industry in Tokyo.
- Fixed-term contract with potential for growth and development.
- Supportive and professional work environment.

If you are ready to contribute to a growing team in the life science industry, apply now to become a CS Assistant in Tokyo!

スキル・資格

A successful CS Assistant should have:

- A background in customer service or a related field within the life science industry.
- Strong organizational and communication skills.
- Proficiency in handling administrative tasks and maintaining detailed records.
- A proactive approach to resolving customer issues effectively.
- Familiarity with working in a fast-paced environment, especially in Tokyo.
- Basic understanding of customer service tools and software.

会社説明

A small-sized company operating in the life science industry, focused on delivering specialized products and services. With a dedicated team, the organization prioritizes quality and customer satisfaction, fostering a professional and efficient work environment.