

Regulatory assistant for phama company 👍 Exclusive job

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1413806

Division

薬事部

Industry

Pharmaceutical

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 6 million yen

Refreshed

June 24th, 2024 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

薬制本部での薬事文書作成サポート、薬事関連文書の英訳、ファイリング、QC、会議調整、議事録作成などの部門サポート
薬事関連文書の英訳

Required Skills

- ・ 製薬会社での薬事部サポート業務経験1年以上お持ちの方（できれば外資系製薬会社）
- ・ PMDAへの提出関連書類のファイリングのご経験
- ・ 関連書類QCのご経験
- ・ FD申請システム使用経験がある方歓迎
- ・ 英語読み書き（中級～上級）
- ・ 部門サポート（会議調整、日本語での議事録作成など）をお願いしますので、そのご経験と優れたコミュニケーション力
- ・ リモート勤務も可能ですが、ファイリング業務等オフィスでの作業が発生しますので、定期的に通勤可能な方を希望

Company Description

About en world

en world is a group of recruiting consultancies specialising in professional and managerial roles. Operating from 3 countries, we support global companies' recruitment needs through our Asia Pacific network.

About en world Japan

en world Japan supports globally-renowned international and Japanese companies to hire professionals and managers. Our recruitment consultants specialise across both function and industry resulting in deep market knowledge and focused search results.

en world Japan was founded in 1999, operating as Wall Street Associates and specialising in financial services recruiting. We expanded our coverage and service in response to our customer needs. In 2010 we became a group company of en-japan inc., a leading internet-based provider of recruitment services in Japan.

en world Japan K.K.
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