

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**

November 11th, 2024 03:00

## 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.  
<http://enworld.com/jp-en>

[Tokyo Office]  
12F Tokyo Square Garden 3-1-1 Kyobashi, Chuo-ku Tokyo 104-0031  
TEL: 03-4578-3500

[Osaka Office]  
9F Umeda Center Building, 2-4-12 Nakazuki Nishi, Kita-ku, Osaka-shi Osaka 530-0015  
TEL: 03-4578-3500