



【福島】 Executive Assistant | イタリア本社製薬会社の日本代表のサポート 【転勤補助相談可】 [Exclusive job](#)

◆ 英語+日本語バイリンガル必須 ◆ イタリア語ビジネスレベル以上優遇

## Job Information

### Hiring Company

ICE S.p.A

### Job ID

1437594

### Industry

Pharmaceutical

### Company Type

Small/Medium Company (300 employees or less) - International Company

### Non-Japanese Ratio

About half Japanese

### Job Type

Contract

### Location

Fukushima Prefecture, Iwaki-shi

### Train Description

Joban Line 3 (Sendai-Haranomachi-Iwaki-Mito-Ueno), Yumoto Station

### Salary

Negotiable, based on experience ~ 5 million yen

### Refreshed

November 20th, 2024 04:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Native

### Other Language

Italian - Daily Conversation

Italian is a good to have, not mandatory

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

Permission to work in Japan required

## Job Description

**Executive Assistant**

Executive assistant will directly report to the General Manager (= President) of the Japanese Subsidiary and will provide administrative and secretarial support to the president and support/coordinate a variety of programs/activities for the GM office.

**Key Responsibilities**

- Handle **various administrative duties** on behalf of the GM. These duties may include responding to telephone or email inquiries, development and distribution of meeting minutes, maintaining confidential files, coordinating corporate level meetings of GM and Management as well as schedule management for GM
- **Summarize the content** of incoming information and materials to assist the GM
- Attend meetings as required; **take, transcribe and distribute meeting notes** ; ensure follow up on action items
- Japanese-English and English-Japanese **Interpretation** in the meetings with foreign visitors and during web meetings with the headquarters.
- **Business trips** - arrange business trips for GM (local and overseas trips)
- Gather information and prepare **various monthly reports** related to sales, operating results/forecasts and other key business performance indicators. Communicate this information as appropriate within company in Japan and headquarters in Italy.
- Type and design **general correspondences**, memos, charts, tables, graphs, business plans, etc. Proofread copy for spelling, grammar, and layout, making appropriate changes. Be responsible for accuracy and clarity of final copy
- **Serve as a liaison** between senior level management, customers and the President, both in Japan and abroad. Use good judgment and professionalism in communicating with these groups to maintain the integrity of the GM (=President's office) and company
- Stay informed of **various country specific rules**, regulations and programs.
- Other duties as assigned.

**Required Skills****Competency:**

- Gather and analyze information skillfully
- Listen and get clarification; write clearly and informatively
- Understand implications of his/her decisions; keep commitments; work with integrity and ethically
- Follow instructions, respond to management direction; exhibit sound and accurate judgment with the ability to maintain confidentiality
- Work with a sense of urgency to complete assignments timely and accurately
- Must have high level of interpersonal skills to handle sensitive and confidential situations
- Position continually requires demonstrated poise, tact and diplomacy
- The position requires full bilingual proficiency in Japanese and English in all areas (reading, writing, listening, speaking)
- Proven experience as an Administrative Assistant, or Office Admin Assistant
- Knowledge of office management systems and procedures
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Work easily with all levels of the organization including senior level executives
- International experience or exposure interacting with different overseas cultures and languages is preferred
- Must have good analytical skills and business acumen combined with advanced administrative experience handling/coordinating projects using various computer software including Microsoft Excel and Word

**Education/Experience:**

- Associate's degree (A. A.) or equivalent from two-year business college with a minimum of 3 years as an Executive Assistant.
- Bilingual Communication skills in Japanese and English
- Huge plus: experience working in a pharmaceutical/healthcare industry or similar

**Language Ability:**

English and Japanese : Fluency Required

Italian : Business Level will be considered a plus

**Location**

The Executive assistant will be based in Iwaki / Fukushima province.

※ Commuting allowance will be provided as per company policy

※ Relocation support will be considered depending on the current location of the candidate

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ICE Group is a worldwide multinational Company specialized in natural origin Bile Acids derivatives. Founded more than 60 years ago and headquartered in Reggio Emilia (Italy), the Company is now one of the main global players in natural origin bile -related products, with a network of specialist facilities and subsidiaries in Europe, Asia, Oceania, North and South America, which collect and process raw materials safely and securely.

ICE's core business includes the manufacturing of Active pharmaceutical ingredients and final dosage forms along with derivatives linked to its raw materials collection network. Its global and vertical integrated business structure allows the Company to collect raw materials and process it into ingredients, the most important of which is the Ursodeoxycholic Acid (UDCA), a key ingredient in drugs treating liver diseases and gallstones.

On top of UDCA production, ICE is also committed to enhance the production of almost 20 other APIs that are currently

manufactured in our sites in Italy (Reggio Emilia, Basaluzzo), Japan (Iwaki), India (Raichur) and New Zealand, while the FDF production is located in our site in Ivrea (Italy).

ICE has 5 R&D centres, spread across Italy, United Kingdom, India and New Zealand, which allow the Company continuous growth, through the constant development in bile derivatives field as well as in innovative research and development in plant-based bile acid chemistry along with consolidated expertise in carbohydrates. ICE's Innovation is strongly supported by cutting edge collaboration with worldwide top Universities, leading the identification of bile acid-based molecules and lead candidates for highly significant unmet diseases like Parkinson's, Alzheimer's, NASH.

Since October 2019, ICE Group is owned by Advent International, one of the largest and most experienced global private equity investors, that started a vigorous M&A Plan in API and pharmaceutical business.

#### **Corporate Cultural Pillars**

Our Cultural Pillars shape the foundations of how we operate as a growing global enterprise. Our Cultural Pillars of Unity, Evolution and Achievement are at the forefront of how we conduct business.

#### **Equal Opportunities**

ICE PHARMA operates according to impartiality and does not tolerate any type of discrimination based on age, language, gender, sexual orientation, health status, disability, ethnicity, nationality, political views and religious beliefs. Our recruitment practices are inclusive and free from discrimination.

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### Company Description

At our headquarters in Reggio Emilia, Northern Italy, we use the latest technology to produce bile acid derivatives for the pharmaceutical market. The site, situated around 150km from Milan, includes offices, laboratories and production facilities. The manufacturing facility is equipped with multiple glass-lined stainless-steel multi-purpose reaction vessels, centrifuges and vacuum and fluid bed dryers.

Our other Italian site is located at Basaluzzo, in the industrial heartland of northern Italy. The Basaluzzo site converts cholic acid shipped from the BBA plant in Brazil into Ursodeoxycholic Acid (UDCA).