

**【即日スタート可能】 Training Assistant in Biopharmaceuticals****Job Information****Recruiter**[en world Japan K.K](#)**Job ID**

1473400

Industry

Pharmaceutical

Job Type

Temporary

Location

Tokyo - 23 Wards, Shinagawa-ku

Salary

Based on hourly rate ~ Negotiable, based on experience

Hourly Rate

2000/h + transportation fee (negotiable depending on skills)

Work Hours

Mon~Fri 09:00~17:30 no overtime expected

Refreshed

July 16th, 2024 05:00

General Requirements**Career Level**

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job DescriptionJob Description:

The Training Support role entails ensuring the seamless operation of support services for both the local and regional Training teams.

The individual in this position will be responsible for managing a dedicated training portfolio, which includes overseeing various administrative tasks such as event management, communication with participants, and handling billing processes.

Their primary goal is to ensure the efficient and effective delivery of training programs, contributing to the overall success of the Training team's initiatives.

Main Responsibilities & Tasks:

- Administer training organization, facilitation, and record-keeping processes

 - Offer initial support for the maintenance of training resources and tools within the Training Center, including managing the booking system for training labs

 - Collaborate with internal Subject Matter Experts (SMEs) and external vendors to coordinate training courses for both internal employees and external customers

 - Generate standard reports and oversee the management of training monitoring data and utilization statistics for laboratory resources

 - Provide administrative support for additional training projects across Asia and global training initiatives as needed
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Required Skills

Qualification & Skills:

- Academic degree in relevant field
 - Accurate and sound administration experience
 - Ability to competently and accurately work with databases, spreadsheets and software packages
 - Clear and effective written and verbal communication skills
 - Fluent in English and Japanese language
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Company Description