



【外資医療企業】 英語読み書きレベル ~大歓迎~

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1475912

Industry

Pharmaceutical

Job Type

Part-time

Location

Tokyo - 23 Wards

Salary

Based on hourly rate ~ Negotiable, based on experience

Hourly Rate

2000円 + 交通費

Refreshed

July 2nd, 2024 01:00

General Requirements

Minimum Experience Level

Over 1 year

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

会社：ギリアド・サイエンシズ株式会社

ポジション：QA

仕事内容：

QA Support

Support to maintain and operate the Quality system of Marketing Authorization Holder of Regenerative Product Medicine

In detail:

Creating records

Reviewing documents and records

Filing documents and records

Preparing and filing meeting minutes

Setting meetings

Purchasing goods

Receiving and sending goods within Japan and overseas

Somewhat administration works in addition to them.

Required Skills

Required skills:

- Good at detailed document reviews and making a detailed record
 - Self-motivated individual who is comfortable with working independently
 - Has excellent verbal and written communication skills and interpersonal skills.
 - Has computer skills including Word, Adobe, Excel, and PowerPoint.
 - Hands-on quality assurance or compliance experience in a pharmaceutical environment
 - Has reading skills in English procedures or manuals (nice to have)
 - Has e-mail communication with foreigners (nice to have)
 - Has knowledge of Good Quality Practice (nice to have)
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Company Description