



# Michael Page

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## 【Translation Coordinator】WFH/flex Options

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#### Job Information

##### Recruiter

Michael Page

##### Job ID

1484557

##### Industry

Interpretation, Translation

##### Job Type

Permanent Full-time

##### Location

Tokyo - 23 Wards

##### Salary

4 million yen ~ 6 million yen

##### Refreshed

July 10th, 2024 00:00

#### General Requirements

##### Career Level

Mid Career

##### Minimum English Level

Business Level

##### Minimum Japanese Level

Business Level

##### Minimum Education Level

Bachelor's Degree

##### Visa Status

Permission to work in Japan required

#### Job Description

Support global clinical trials by coordinating translation services, managing client expectations, and ensuring timely project delivery.

##### Client Details

A leading provider of translation services for clinical trials worldwide. They value excellence, team collaboration, and continuous improvement, providing a supportive and growth-oriented work environment.

##### Description

- Understand client needs and compile proposals for translation scopes and estimates.
- Manage client expectations and strengthen partnerships.
- Submit final proposals to clients within deadlines.
- Create clear and concise project instructions to meet client needs.

- Support team collaboration between team members and clients.
- Manage urgent inquiries and tasks to maintain project timelines.
- Assist in continuous process improvements within the department.

#### **Job Offer**

- Work on projects from various regions within Japan and internationally, enhancing your global perspective.
- Opportunities for internal transfers and career growth within the company.
- Join a team-oriented workplace that values communication and collaboration.
- Engage in continuous process improvements, contributing to the company's innovative approach.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

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#### **Required Skills**

- Experience in administration or customer service.
- Preferred experience in healthcare or medical device industry (not required).
- Business-level proficiency in both Japanese and English.
- Proficiency in Microsoft Office.
- Highly motivated with a strong team-oriented approach.
- Excellent communication skills.

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#### **Company Description**

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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