



## Specialist Business Operations

スタートアップやベンチャーのマインドがある方が、カルチャーフィットしやすい...

### Job Information

**Recruiter**

JAC Recruitment Co., Ltd.

**Hiring Company**

某有名外資ファーマ

**Job ID**

1486604

**Industry**

Pharmaceutical

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6.5 million yen ~ 9 million yen

**Work Hours**

08:00 ~ 17:00

**Holidays**

【有給休暇】有給休暇は入社時から付与されます 初年度 10日 1か月目から 【休日】完全週休二日制 土 日 祝日 GW 夏季休...

**Refreshed**

August 1st, 2024 03:00

### General Requirements

**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

【求人No NJB2241302】

[Team Coordination]

- Efficiently manage and assist coordinating schedules for the other teams aligning engagements with our strategic objectives effective cross functional collaboration.
- Prepare and handle materials for meetings and cross functional activities ensuring confidentiality and alignment with our pioneering vision.

- Act as a key liaison for the other teams facilitating communications with internal teams external partners and stakeholders.

[Office Management]

- Maintain Office Operations: Ensure the smooth running of daily office operations by managing office supplies equipment and facilities. This includes overseeing the office budget to ensure costeffective management of resources and adherence to financial policies.
- Vendor and Service Provider Management: Liaise with vendors and service providers to negotiate contracts manage relationships and ensure timely delivery of services and supplies.
- Workspace Optimization: Design and maintain an efficient and productive workspace that fosters collaboration and innovation.
- Health and Safety Compliance: Ensure the office complies with health and safety regulations by conducting regular checks and promptly addressing any issues.
- Site onboarding: Assist HR with the onboarding process for new hires ensuring they have the necessary resources and information to integrate smoothly into the team on the site.

[Technology Integration]

- Leverage AI tools and technologies to streamline workflows and improve team collaboration.
- Stay updated on emerging technologies and recommend solutions to enhance operational efficiency.

[Basic Project Coordination]

- May assist in the planning and organization of key projects ensuring tasks are completed on time and align with organizational goals

[Report to] Country General Manager

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## Required Skills

- Bachelor's degree in Business Administration Communications or a related field.
- Minimum of 5 years of experience in an executive support role with proven abilities in office management and corporate communications.
- Proficiency in MS Office Suite office management software and digital communication platforms.
- Strong organizational time management and multitasking skills with the capacity to prioritize tasks effectively.
- Excellent communication abilities capable of handling complex scenarios and sensitive information with discretion.

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## Company Description

ご紹介時にご案内いたします