



Michael Page

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## Healthcare Operations Coordinator - Global Healthcare Services

### Operations Coordinator - Health Services

#### Job Information

**Recruiter**

Michael Page

**Job ID**

1490023

**Industry**

Other (Medical, Pharmaceutical)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

9 million yen ~ 12 million yen

**Refreshed**

August 9th, 2024 16:36

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Native

**Minimum Japanese Level**

Daily Conversation

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

Are you passionate about optimizing healthcare operations and ensuring seamless service delivery? Our client, a leading global healthcare services provider, is looking for a Healthcare Operations Coordinator to join their dynamic team in Tokyo.

#### Client Details

Our client is at the forefront of global healthcare and is committed to delivering exceptional health and security services to clients worldwide. Their team of professionals is dedicated to providing expert care and support, ensuring clients receive the highest standard of service.

#### Description

- **Operational Coordination:** Oversee daily operations, ensuring all healthcare services are delivered efficiently and in line with company standards.
- **Client Liaison:** Act as the primary point of contact for clients, addressing inquiries, resolving issues, and ensuring client satisfaction.
- **Process Improvement:** Identify areas for operational improvement and implement strategies to enhance service delivery.
- **Data Management:** Maintain accurate records of client interactions and service delivery, ensuring data integrity and

confidentiality.

- **Team Collaboration:** Work closely with cross-functional teams to coordinate services and ensure smooth operation across all levels.

### Job Offer

- **Professional Growth:** Access to extensive training programs and opportunities for career advancement.
- **Global Exposure:** Work with a diverse, international team and gain experience in a global healthcare environment.
- **Flexible Working:** Enjoy the benefits of hybrid working arrangements, with the ability to work from home as needed.
- **Travel Opportunities:** Take advantage of opportunities to travel within Japan, gaining valuable insights into regional healthcare operations.

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### Required Skills

- **Healthcare Experience:** Background in healthcare operations, administration, or related fields.
- **Customer Service:** Strong experience in customer-facing roles, with a focus on delivering high-quality service.
- **Project Management:** Proven ability to manage multiple projects simultaneously, with attention to detail and organizational skills.
- **Communication Skills:** Fluent in English with a strong command of Japanese (N2 level or higher).
- **Problem Solver:** Ability to think critically and solve problems efficiently in a fast-paced environment.

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### Company Description

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