



Administrative Sales support Manager

外資ライフサイエンス企業での募集です。総務・庶務・ファシリティのご経験のある...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資ライフサイエンス企業

Job ID

1500312

Industry

Pharmaceutical

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7.5 million yen ~ 10 million yen

Work Hours

09:00 ~ 17:30

Holidays

【有給休暇】有給休暇は試用期間満了後から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土日祝日 夏...

Refreshed

October 24th, 2024 14:32

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 NJB2258869】

同社のバックオフィス業務全般と受発注やSCMなどを担当いただくマネージャーポジションです。

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- ・ Receive orders from customers by email fax or phone as well as send quotes as needed.
- ・ Handle the Purchase Order (PO) cycle including receiving and registering POs in SFDC and creating POs in English.

- Oversee communications throughout the order process particularly with our contracted warehouses for deliveries and customer regarding shipping details.
 - Oversee financial processes including control of invoices accounts receivable and accounts payable.
 - Coordinate with the accounting department providing necessary financial data for bookkeeping and reporting purposes.
 - Process wire transfers to both domestic and foreign accounts ensuring General Manager approval before completion.
 - Liaise with domestic financial and Social and Labor consultants to address all relevant matters.
 - Monitor expenses related to the office lab and employees ensuring accurate follow ups.
 - Manage bank accounts and petty cash ensuring proper control and monitoring.
 - Handle employee personal data such as bank accounts social security numbers and family details.
 - Manage onboarding and offboarding processes handling all related administrative tasks for new hires and departures.
 - Support IT infrastructure coordinating with IT to ensure proper system functioning.
 - Perform additional duties as assigned by the GM of Japan.
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Required Skills

- Strong knowledge and experience in finance and accounting.
 - Proficient in SFDC and Microsoft Office tools including Excel and Word.
 - Capable of drafting professional business correspondence in both English and Japanese.
 - Strong ability to multitask and manage multiple responsibilities effectively
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Company Description

ご紹介時にご案内いたします