



Michael Page

www.michaelpage.co.jp

Coordinating Specialist for Healthcare Company

Project Manager for Healthcare Company

Job Information

Recruiter

Michael Page

Job ID

1503303

Industry

Interpretation, Translation

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

9 million yen ~ 12 million yen

Refreshed

November 12th, 2024 14:49

General Requirements

Career Level

Entry Level

Minimum English Level

Fluent

Minimum Japanese Level

Daily Conversation

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Coordinating Specialist for a medical company, mainly ensuring effective case management and optimal healthcare delivery.

Client Details

Our client is a global company that is dedicated to providing top-tier health and security services to their clients. their team of experts works tirelessly to ensure that their customers receive the best care and support, no matter where they are in the world.

Description

- Project Management: Manage medical-related projects, ensuring compliance with operational procedures.
- Timely Response: Handle new appointment requests promptly and professionally.
- Record Keeping: Maintain accurate and up-to-date notes and records.

Job Offer

- Career Development: Opportunities for training, coaching, and career advancement.
- Supportive Team: Work within a globally diverse team that values passion, expertise, respect, and care.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Peryhan Essam on +813 6832 8691.

Required Skills

- Experience in a customer service role and Project management, preferably in the healthcare industry.
 - 2-3 years of customer service experience via phone, chat, email, or physical correspondence.
 - Previous experience in a customer-centric or service department.
 - Fluent in English with business Japanese (N2 and above)
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Company Description

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