



PR/086480 | Administrative Manager for Medical Department

Job Information

Recruiter

JAC Recruitment USA

Job ID

1512800

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

January 7th, 2025 21:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A Japanese chemical trading company is seeking an Administrative Manager for Medical Department.

General Position Summary:

- This position is responsible for managing office operations, providing administrative supports, performing marketing and customer service functions, and managing regulatory compliance activities, as well as other functions as necessary.

RESPONSIBILITIES

- Manages Office and Administrative Functions

- Ensures Smooth Operations
- Supports Regulatory and Business Development Activities
- Performs Marketing Functions
- Provides Customer Service

REQUIREMENTS

- Bachelor's degree.
- Minimum 5 years of experience in an administrative and managerial role in the medical devices distributors/sellers.
- Proven experience in managing office operations, including administrative tasks, scheduling, and coordinating office activities.
- Experience with regulatory requirements relevant to the industry, such as maintaining compliance records and ensuring adherence to corporate standards.
- Background in customer service roles, demonstrating the ability to handle customer inquiries, resolve issues, and maintain positive client relationships.
- Ability to manage multiple tasks, prioritize effectively, and maintain a systematic approach to office administration.
- Excellent written and verbal communication skills in English to interact with staff and clients. Spanish language proficiency a plus.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook). ERP system (SAP) experience is preferred.
- Ability to work independently and as part of a team.
- High level of professionalism and attention to detail.

SALARY & Benefits

USD \$90,000 - \$100,000 DOE and discretionally bonus with full benefits

OTHERS

Start date: 1/2/2025 TBD

Full-Time/Exempt

Work location: Houston, TX (Hybrid can be applicable after 3 months of Introductory Period)

We sincerely apologize, but due to a high volume of applicants, only those who successfully pass the initial screening will be contacted. We truly appreciate your understanding.

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Company Description