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## Office Manager - Healthcare & Medical Devices

### Office Manager - Medical Devices

#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1522598

**Industry**

Medical Device

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

8 million yen ~ 11 million yen

**Refreshed**

February 19th, 2025 14:27

#### 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

We are seeking an experienced and organized Office Manager to join a dynamic team in a fast-paced, international environment. This role is ideal for a proactive individual with strong multitasking skills and a passion for streamlining operations to ensure smooth office management.

#### Client Details

We are a leading global provider in the healthcare industry, committed to enhancing the lives of individuals through cutting-edge medical technologies and solutions. Our focus is on delivering high-quality, innovative products that address the needs of both patients and healthcare professionals. With a passion for improving health outcomes, we continuously strive for excellence in all that we do, from research and development to customer support.

#### Description

- Oversee daily office operations, ensuring a smooth workflow and supporting all staff with administrative tasks.
- Manage office supplies, equipment, and inventory to ensure resources are always available.
- Maintain relationships with vendors and service providers to ensure timely service delivery.
- Handle general correspondence, including phone calls, emails, and post, professionally and efficiently.
- Ensure adherence to health, safety, and environmental regulations in the office.

## Job Offer

- Competitive salary and benefits package.
- Opportunities for career development and growth within an international company.
- A supportive and inclusive work environment that values innovation and teamwork.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Saki Kanematsu at +81 3 6832 8904.

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## Required Skills

- Proven experience as an Office Manager or similar administrative role.
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
  - Proficiency in Japanese and English
  - Ability to work independently and as part of a team in a collaborative environment.
  - Strong problem-solving skills and attention to detail.
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## Company Description

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