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## Business Support Specialist - Life Sciences

### Business Support Specialist

#### Job Information

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

1523094

**Industry**

Healthcare, Nursing

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 7 million yen

**Refreshed**

February 21st, 2025 15:54

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

We are seeking a Business Support Specialist to support our team in Japan. This role will be responsible for translation, interpretation, and administrative support, ensuring smooth communication and operational efficiency. The ideal candidate has strong bilingual skills (Japanese and English) and experience in administrative tasks within a multinational company.

#### Client Details

A world leader in serving science, with a mission to enable customers to make the world healthier, cleaner, and safer. With a broad portfolio of industry-leading technologies, we support customers in accelerating research, improving diagnostics, and advancing healthcare innovation.

#### Description

- Translation & Interpretation:
  - Provide accurate and timely translation of documents, including business reports, presentations, emails, and internal communications (Japanese ↔ English).
  - Support interpretation during meetings, conferences, and business discussions.
- Administrative Support:

- Manage schedules, travel arrangements, and meeting coordination for leadership team members.
- Assist in preparing reports, presentations, and other business documents.
- Maintain records, databases, and office supplies to support smooth daily operations.
- Communication & Coordination:
  - Act as a liaison between global teams and local stakeholders, ensuring seamless communication.
  - Support internal and external correspondence, handling sensitive information with confidentiality.
  - Coordinate with vendors, service providers, and internal departments for administrative tasks.

#### **Job Offer**

- Work in a global and innovative environment that values scientific progress.
- Enjoy career growth opportunities within a leading life sciences company.

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**

- Fluent in both Japanese and English (written and spoken)
  - Strong administrative and organizational skills, with experience in supporting executives or teams.
  - Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook) and other business tools.
  - Ability to work in a fast-paced, international environment, handling multiple tasks efficiently.
  - Strong interpersonal and communication skills, with a proactive and detail-oriented mindset.
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#### **Company Description**

A world leader in serving science, with a mission to enable customers to make the world healthier, cleaner, and safer. With a broad portfolio of industry-leading technologies, we support customers in accelerating research, improving diagnostics, and advancing healthcare innovation.