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Visit Delivery Associate

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Job Information

Recruiter
[Michael Page](#)
Job ID

1526687

Industry

Contract Research Organization

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5.5 million yen ~ 7.5 million yen

Refreshed

March 14th, 2025 16:48

General Requirements

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

This role is for a diligent and detail-oriented Visit Delivery Associate in the Life Science industry, primarily responsible for coordinating and delivering successful client visits and ensuring customer satisfaction.

Client Details

Our client is a large-scale organization specializing in the life sciences sector. They are renowned for their high-end medical research and their commitment to delivering quality healthcare solutions. Based in Milton Keynes, they are constantly innovating and providing cutting-edge services to their clients.

Description

- Coordinate and organize client visits
- Ensure all necessary preparations are completed in advance of visits
- Manage logistics related to client visits
- Work closely with other departments to ensure seamless client experience
- Handle any customer queries or concerns promptly and professionally
- Maintain a high level of customer service at all times
- Report and document all visit details for future reference

- Adhere to all company policies and regulations

Job Offer

- An estimated salary range of 5,850,000 to 7,150,000 JPY
- A chance to work in a well-established and respected organization in the Life Science industry
- Generous holiday leave
- A supportive and collaborative working environment
- Opportunities for professional growth and development

If you are a dedicated individual with a passion for life sciences and customer service, we encourage you to apply for this exciting role as a Visit Delivery Associate in Milton Keynes.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Dr. Philipp Berndt on +813 6832 8945.

Required Skills

A successful Visit Delivery Associate should have:

- A degree in Life Sciences or a related field
- Previous experience in a similar role in the Life Science industry
- Strong organizational and coordination skills
- Excellent communication and interpersonal abilities
- A customer-oriented mindset
- Proficiency in using MS Office and other related software
- Ability to handle stressful situations and multitask
- A keen eye for detail and a proactive approach

Company Description

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