




【福島】 Executive Assistant | イタリア本社製薬会社の日本代表のサポート 【転勤補助相談可】 

◆英語+日本語バイリンガル必須 ◆イタリア語ビジネスレベル以上優遇

## 募集職種

### 採用企業名

ICE S.p.A

### 求人ID

1437594

### 業種

医薬品

### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

### 外国人の割合

外国人 半数

### 雇用形態

契約

### 勤務地

福島県, いわき市

### 最寄駅

常盤線3 (仙台-原ノ町-いわき-水戸-上野)、 湯本駅

### 給与

経験考慮の上、応相談 ~ 500万円

### 更新日

2024年07月17日 01:00

## 応募必要条件

### 職務経験

3年以上

### キャリアレベル

中途経験者レベル

### 英語レベル

ビジネス会話レベル

### 日本語レベル

ネイティブ

### その他言語

イタリア語 - 日常会話レベル

Italian is a good to have, not mandatory

### 最終学歴

短大卒: 準学士号

### 現在のビザ

日本での就労許可が必要です

## 募集要項

**Executive Assistant**

Executive assistant will directly report to the General Manager (= President) of the Japanese Subsidiary and will provide administrative and secretarial support to the president and support/coordinate a variety of programs/activities for the GM office.

**Key Responsibilities**

- Handle **various administrative duties** on behalf of the GM. These duties may include responding to telephone or email inquiries, development and distribution of meeting minutes, maintaining confidential files, coordinating corporate level meetings of GM and Management as well as schedule management for GM
- **Summarize the content** of incoming information and materials to assist the GM
- Attend meetings as required; **take, transcribe and distribute meeting notes**; ensure follow up on action items
- Japanese-English and English-Japanese **Interpretation** in the meetings with foreign visitors and during web meetings with the headquarters.
- **Business trips** - arrange business trips for GM (local and overseas trips)
- Gather information and prepare **various monthly reports** related to sales, operating results/forecasts and other key business performance indicators. Communicate this information as appropriate within company in Japan and headquarters in Italy.
- Type and design **general correspondences**, memos, charts, tables, graphs, business plans, etc. Proofread copy for spelling, grammar, and layout, making appropriate changes. Be responsible for accuracy and clarity of final copy
- **Serve as a liaison** between senior level management, customers and the President, both in Japan and abroad. Use good judgment and professionalism in communicating with these groups to maintain the integrity of the GM (=President's office) and company
- Stay informed of **various country specific rules**, regulations and programs.
- Other duties as assigned.

**スキル・資格****Competency:**

- Gather and analyze information skillfully
- Listen and get clarification; write clearly and informatively
- Understand implications of his/her decisions; keep commitments; work with integrity and ethically
- Follow instructions, respond to management direction; exhibit sound and accurate judgment with the ability to maintain confidentiality
- Work with a sense of urgency to complete assignments timely and accurately
- Must have high level of interpersonal skills to handle sensitive and confidential situations
- Position continually requires demonstrated poise, tact and diplomacy
- The position requires full bilingual proficiency in Japanese and English in all areas (reading, writing, listening, speaking)
- Proven experience as an Administrative Assistant, or Office Admin Assistant
- Knowledge of office management systems and procedures
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Work easily with all levels of the organization including senior level executives
- International experience or exposure interacting with different overseas cultures and languages is preferred
- Must have good analytical skills and business acumen combined with advanced administrative experience handling/coordinating projects using various computer software including Microsoft Excel and Word

**Education/Experience:**

- Associate's degree (A. A.) or equivalent from two-year business college with a minimum of 3 years as an Executive Assistant.
- Bilingual Communication skills in Japanese and English
- Huge plus: experience working in a pharmaceutical/healthcare industry or similar

**Language Ability:**

English and Japanese : Fluency Required

Italian : Business Level will be considered a plus

**Location**

The Executive assistant will be based in Iwaki / Fukushima province.

※ Commuting allowance will be provided as per company policy

※ Relocation support will be considered depending on the current location of the candidate

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ICE Group is a worldwide multinational Company specialized in natural origin Bile Acids derivatives. Founded more than 60 years ago and headquartered in Reggio Emilia (Italy), the Company is now one of the main global players in natural origin bile -related products, with a network of specialist facilities and subsidiaries in Europe, Asia, Oceania, North and South America, which collect and process raw materials safely and securely.

ICE's core business includes the manufacturing of Active pharmaceutical ingredients and final dosage forms along with derivatives linked to its raw materials collection network. Its global and vertical integrated business structure allows the Company to collect raw materials and process it into ingredients, the most important of which is the Ursodeoxycholic Acid (UDCA), a key ingredient in drugs treating liver diseases and gallstones.

On top of UDCA production, ICE is also committed to enhance the production of almost 20 other APIs that are currently

manufactured in our sites in Italy (Reggio Emilia, Basaluzzo), Japan (Iwaki), India (Raichur) and New Zealand, while the FDF production is located in our site in Ivrea (Italy).

ICE has 5 R&D centres, spread across Italy, United Kingdom, India and New Zealand, which allow the Company continuous growth, through the constant development in bile derivatives field as well as in innovative research and development in plant-based bile acid chemistry along with consolidated expertise in carbohydrates. ICE's Innovation is strongly supported by cutting edge collaboration with worldwide top Universities, leading the identification of bile acid-based molecules and lead candidates for highly significant unmet diseases like Parkinson's, Alzheimer's, NASH.

Since October 2019, ICE Group is owned by Advent International, one of the largest and most experienced global private equity investors, that started a vigorous M&A Plan in API and pharmaceutical business.

#### **Corporate Cultural Pillars**

Our Cultural Pillars shape the foundations of how we operate as a growing global enterprise. Our Cultural Pillars of Unity, Evolution and Achievement are at the forefront of how we conduct business.

#### **Equal Opportunities**

ICE PHARMA operates according to impartiality and does not tolerate any type of discrimination based on age, language, gender, sexual orientation, health status, disability, ethnicity, nationality, political views and religious beliefs. Our recruitment practices are inclusive and free from discrimination.

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#### **会社説明**

At our headquarters in Reggio Emilia, Northern Italy, we use the latest technology to produce bile acid derivatives for the pharmaceutical market. The site, situated around 150km from Milan, includes offices, laboratories and production facilities. The manufacturing facility is equipped with multiple glass-lined stainless-steel multi-purpose reaction vessels, centrifuges and vacuum and fluid bed dryers.

Our other Italian site is located at Basaluzzo, in the industrial heartland of northern Italy. The Basaluzzo site converts cholic acid shipped from the BBA plant in Brazil into Ursodeoxycholic Acid (UDCA).