

【Translation Coordinator】WFH/flex Options

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募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1484557

業種

通訳・翻訳

雇用形態

正社員

勤務地

東京都 23区

給与

400万円 ~ 600万円

更新日

2024年06月26日 17:18

応募必要条件

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

ビジネス会話レベル

最終学歴

大学卒：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

Support global clinical trials by coordinating translation services, managing client expectations, and ensuring timely project delivery.

Client Details

A leading provider of translation services for clinical trials worldwide. They value excellence, team collaboration, and continuous improvement, providing a supportive and growth-oriented work environment.

Description

- Understand client needs and compile proposals for translation scopes and estimates.
- Manage client expectations and strengthen partnerships.
- Submit final proposals to clients within deadlines.
- Create clear and concise project instructions to meet client needs.

- Support team collaboration between team members and clients.
- Manage urgent inquiries and tasks to maintain project timelines.
- Assist in continuous process improvements within the department.

Job Offer

- Work on projects from various regions within Japan and internationally, enhancing your global perspective.
- Opportunities for internal transfers and career growth within the company.
- Join a team-oriented workplace that values communication and collaboration.
- Engage in continuous process improvements, contributing to the company's innovative approach.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

スキル・資格

- Experience in administration or customer service.
- Preferred experience in healthcare or medical device industry (not required).
- Business-level proficiency in both Japanese and English.
- Proficiency in Microsoft Office.
- Highly motivated with a strong team-oriented approach.
- Excellent communication skills.

会社説明

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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