



## PR/086480 | Administrative Manager for Medical Department

### 募集職種

#### 人材紹介会社

JAC Recruitment USA

#### 求人ID

1503795

#### 業種

化学・素材

#### 雇用形態

正社員

#### 勤務地

アメリカ合衆国

#### 給与

経験考慮の上、応相談

#### 更新日

2024年11月19日 10:18

### 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

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### COMPANY OVERVIEW

A Japanese chemical trading company is seeking an Administrative Manager for Medical Department.

#### General Position Summary:

- This position is responsible for managing office operations, providing administrative supports, performing marketing and customer service functions, and managing regulatory compliance activities, as well as other functions as necessary.

#### RESPONSIBILITIES

- Manages Office and Administrative Functions

- Ensures Smooth Operations
- Supports Regulatory and Business Development Activities
- Performs Marketing Functions
- Provides Customer Service

## REQUIREMENTS

- Bachelor's degree.
- Minimum 5 years of experience in an administrative and managerial role in the medical devices distributors/sellers.
- Proven experience in managing office operations, including administrative tasks, scheduling, and coordinating office activities.
- Experience with regulatory requirements relevant to the industry, such as maintaining compliance records and ensuring adherence to corporate standards.
- Background in customer service roles, demonstrating the ability to handle customer inquiries, resolve issues, and maintain positive client relationships.
- Ability to manage multiple tasks, prioritize effectively, and maintain a systematic approach to office administration.
- Excellent written and verbal communication skills in English to interact with staff and clients. Spanish language proficiency a plus.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook). ERP system (SAP) experience is preferred.
- Ability to work independently and as part of a team.
- High level of professionalism and attention to detail.

## SALARY & Benefits

USD \$90,000 - \$100,000 DOE and discretionally bonus with full benefits

## OTHERS

Start date: 1/2/2025 TBD

Full-Time/Exempt

Work location: Houston, TX (Hybrid can be applicable after 3 months of Introductory Period)

We sincerely apologize, but due to a high volume of applicants, only those who successfully pass the initial screening will be contacted. We truly appreciate your understanding.

#LI-JACUS #LI-US #countryUS

---

会社説明