

MichaelPage

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Office Manager - Healthcare & Medical Devices

Office Manager - Medical Devices

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

1522598

業種

医療機器

雇用形態

正社員

勤務地

東京都 23区

給与

800万円 ~ 1100万円

更新日

2025年02月19日 14:27

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

ネイティブ

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

We are seeking an experienced and organized Office Manager to join a dynamic team in a fast-paced, international environment. This role is ideal for a proactive individual with strong multitasking skills and a passion for streamlining operations to ensure smooth office management.

Client Details

We are a leading global provider in the healthcare industry, committed to enhancing the lives of individuals through cutting-edge medical technologies and solutions. Our focus is on delivering high-quality, innovative products that address the needs of both patients and healthcare professionals. With a passion for improving health outcomes, we continuously strive for excellence in all that we do, from research and development to customer support.

Description

- Oversee daily office operations, ensuring a smooth workflow and supporting all staff with administrative tasks.
- Manage office supplies, equipment, and inventory to ensure resources are always available.
- Maintain relationships with vendors and service providers to ensure timely service delivery.
- Handle general correspondence, including phone calls, emails, and post, professionally and efficiently.
- Ensure adherence to health, safety, and environmental regulations in the office.

Job Offer

- Competitive salary and benefits package.
- Opportunities for career development and growth within an international company.
- A supportive and inclusive work environment that values innovation and teamwork.

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.

スキル・資格

- Proven experience as an Office Manager or similar administrative role.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
 - Proficiency in Japanese and English
 - Ability to work independently and as part of a team in a collaborative environment.
 - Strong problem-solving skills and attention to detail.
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会社説明

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