

MichaelPage

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Business Support Specialist - Life Sciences

Business Support Specialist

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

1523094

業種

福祉・介護

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 700万円

更新日

2025年02月21日 15:54

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

流暢

日本語レベル

流暢

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 a Business Support Specialist to support our team in Japan. This role will be responsible for translation, interpretation, and administrative support, ensuring smooth communication and operational efficiency. The ideal candidate has strong bilingual skills (Japanese and English) and experience in administrative tasks within a multinational company.

Client Details

A world leader in serving science, with a mission to enable customers to make the world healthier, cleaner, and safer. With a broad portfolio of industry-leading technologies, we support customers in accelerating research, improving diagnostics, and advancing healthcare innovation.

Description

- Translation & Interpretation:
 - Provide accurate and timely translation of documents, including business reports, presentations, emails, and internal communications (Japanese ↔ English).
 - Support interpretation during meetings, conferences, and business discussions.
- Administrative Support:

- Manage schedules, travel arrangements, and meeting coordination for leadership team members.
- Assist in preparing reports, presentations, and other business documents.
- Maintain records, databases, and office supplies to support smooth daily operations.
- Communication & Coordination:
 - Act as a liaison between global teams and local stakeholders, ensuring seamless communication.
 - Support internal and external correspondence, handling sensitive information with confidentiality.
 - Coordinate with vendors, service providers, and internal departments for administrative tasks.

Job Offer

- Work in a global and innovative environment that values scientific progress.
- Enjoy career growth opportunities within a leading life sciences company.

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

- Fluent in both Japanese and English (written and spoken)
 - Strong administrative and organizational skills, with experience in supporting executives or teams.
 - Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook) and other business tools.
 - Ability to work in a fast-paced, international environment, handling multiple tasks efficiently.
 - Strong interpersonal and communication skills, with a proactive and detail-oriented mindset.
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会社説明

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