

Job Detail

Staff Level

Position Title	Clinical Site Activation & Maintenance - Sr Specialist
Recruiter Company	Michael Page International Japan K.K./マイケル・ページ・インターナショナル・ジャパン株式会社
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-02
Job Type	Medical/Pharmaceutical/Bio/Fabric/Food - Clinical R & D
Industry	Pharmaceuticals
Location	Asia Japan Tokyo
Job Description	<p>* Join our client as a Senior Associate Clinical Contracts & Budgets, where you'll lead end-to-end contracting processes for clinical studies, ensuring seamless operations and payment accuracy. Fluency in Japanese is essential, along with a knack for negotiation, attention to detail, and a passion for teamwork in a global environment.</p> <p>Description</p> <ul style="list-style-type: none"> * Take charge of the end-to-end process for clinical site contracts and consulting agreements, from preparation to negotiation, escalation, translation, distribution, signature, and archiving. * Navigate site-related questions with finesse, especially regarding invoice preparation in the Amgen Payment System (eGPS). * Tackle contract issues head-on and support contracting with local GSO vendors. * Keep the contract tracking in top shape in our systems. * Manage the Confidential Disclosure Agreement process like a pro. * Identify opportunities for best practices with our local and regional partners to boost overall operational effectiveness. * Ensure payments align with contracts and keep meticulous payment data tracking. <p>Profile</p> <ul style="list-style-type: none"> * Extensive experience in managing projects in pharma industry or in a CRO, preferably in clinical trials * Demonstrated leadership skills * Proven ability to negotiate and collaborate to deliver effectively * Great customer service skills * Ability to make difficult decisions and act efficiently in an environment with dynamic time-lines * Dedicated to a culture of quality and continuous improvement * Strong communication skills * Fluent in English and Japanese <p>Job Offer</p> <ul style="list-style-type: none"> * Opportunity to contribute directly to the expansion of an international pharmaceutical company within Japan

	<p>* Work closely with both international and local counterparts on a range of clinical studies</p> <p>* Full flex-time options are available</p> <p>* Home based working</p> <p>Page Group Japan is acting as an Employment Agency in relation to this vacancy.</p>
Company Info	<p>*</p> <p>Our client boasts a diverse pipeline of 40 unique investigational molecules, dedicated to addressing unmet medical needs and transforming patients' lives.</p> <p>Joining an international organization based in the US, you'll have the chance to contribute to cutting-edge clinical programs driven by advanced science and molecular engineering.</p>
Working Hours	<p>Monday - Friday 09:00 - 17:00</p>
English Level	<p>Fluent (TOEIC 865-)</p>
Japanese Level	<p>Fluent(JLPT Level 1 or N1)</p>
Salary	<p>JPY - Japanese Yen JPY 7000K - JPY 9000K</p>