

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> <p>* 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.</p> <p>* Navigate site-related questions with finesse, especially regarding invoice preparation in the Amgen Payment System (eGPS).</p> <p>* Tackle contract issues head-on and support contracting with local GSO vendors.</p> <p>* Keep the contract tracking in top shape in our systems.</p> <p>* Manage the Confidential Disclosure Agreement process like a pro.</p> <p>* Identify opportunities for best practices with our local and regional partners to boost overall operational effectiveness.</p> <p>* Ensure payments align with contracts and keep meticulous payment data tracking.</p> <p>Profile</p> <p>* Extensive experience in managing projects in pharma industry or in a CRO, preferably in clinical trials</p> <p>* Demonstrated leadership skills</p> <p>* Proven ability to negotiate and collaborate to deliver effectively</p> <p>* Great customer service skills</p> <p>* Ability to make difficult decisions and act efficiently in an environment with dynamic time-lines</p> <p>* Dedicated to a culture of quality and continuous improvement</p> <p>* Strong communication skills</p> <p>* Fluent in English and Japanese</p> <p>Job Offer</p> <p>* Opportunity to contribute directly to the expansion of an international pharmaceutical company within Japan</p>

	<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>