

## Job Detail

Staff Level

Position Title	[Tokyo] General affairs / Ability to use English / Recent graduates welcome / Remote work system available / Supporting digital transformation in the medical and pharmaceutical industries with our own SaaS services
Recruiter Company	SAKURA INTERNATIONAL INC. Arukas Staffing Service Project
Company Name	Company name is private
Activated / Updated	2024-04-10 / 2024-04-30
Job Type	General Affairs/HR/Legal - General Affairs General Affairs/HR/Legal - Other General Affairs/HR/Legal - HR ( Institution-building )
Industry	IT - Other
Location	Asia Japan Tokyo
Job Description	<p>[Recommended points of the job]  ◇A global venture company preparing to go public!  ◇A pioneer in the medical process  ◇You can use your English!</p> <p>[Business content]  &lt;Summary&gt;  "By using technology to improve clinical research procedures, we aim to deliver new drugs to patients as soon as possible and contribute to reducing medical costs."  ■Document management cloud services for clinical research and clinical trials  &lt;Main products and services&gt;  ◆Business content  -Providing document management cloud services specialized for the pharmaceutical and medical fields</p> <p>[Job content]  As a general affairs/IT manager, you will be entrusted with a wide range of tasks.  • Interactions with overseas bases</p> <p>Email, Slack, Web-Meeting</p> <ul style="list-style-type: none"> <li>• Internal system management, account management, tool settings</li> </ul> <p>Salesforce, Google Worksp  ace, slack, Microsoft 365,  JobCan workflow, etc.</p> <ul style="list-style-type: none"> <li>• Kitting: PC, smartphone</li> <li>• Equipment management</li> <li>• Purchasing: equipment, consumables, etc.</li> <li>• Planning and running company events</li> <li>• Document creation</li> <li>• Other corporate duties: receiving packages, etc.</li> </ul> <p>[Scope of changes in work content]  The work content may change in the future.</p> <p>[Recruitment background]  As a company with overseas bases, we need to strengthen the cooperation of corporate functions globally in order to further grow our business. This recruitment is to strengthen the general affairs/IT team structure for that purpose.</p>
	[Assigned department] Corporate department

Company Info	<p>[About our company]  In the field of clinical trials and clinical experiments, the burden of work caused by large volumes of procedural documents has long been an issue. As cloud services evolve, our company's president, who has seen the pharmaceutical and medical fields, launched a service that "can resolve the dilemma that has existed until now."</p> <p>With this background, we have many employees who have transferred from the medical and pharmaceutical fields to our company because they are sympathetic to our products. Let's contribute together to shortening the time it takes to develop new drugs!</p> <p>[Measures to prevent passive smoking]  No smoking in the entire company</p>
Working Hours	<p>09:00-17:45  Break time: 60 minutes  Overtime: Yes</p> <p>&lt;Working hours supplement&gt;  ◆Flex time system  - Scheduled working hours: 7 hours 45 minutes  - Core time: 11:00-15:00  - Flexible time: 5:00-11:00, 15:00-22:00</p>
Qualifications	<p>[Required conditions]</p> <ul style="list-style-type: none"> <li>• Over 1 year of experience in general affairs or in-house system engineering at a business company</li> <li>• Multitask skills</li> <li>• Able to research things that you don't know about and have fun acquiring knowledge</li> <li>• Want to experience not only general affairs IT work but also corporate work in general</li> <li>• Business level English</li> </ul> <p>[Preferred conditions]</p> <ul style="list-style-type: none"> <li>• Practical experience in managing Google Workspace accounts</li> <li>• Experience with Salesforce implementation and configuration</li> <li>• Experience with implementation and configuration of other tools, practical experience in operational improvement</li> </ul> <p>[Desired personality]</p> <ul style="list-style-type: none"> <li>• Able to act sincerely towards the people and work involved</li> <li>• Able to communicate to build smooth relationships of trust</li> <li>• Able to think logically</li> <li>• Able to value teamwork and act independently</li> <li>• Able to create new mechanisms on one's own without being bound by past methods</li> </ul>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 4000K - JPY 5000K
Salary Description	<p>[Salary details]  ◆Monthly salary  • Monthly salary 298,000 yen to 370,000 yen  ↳Fixed overtime pay 41,400 yen to 51,400 yen, including 20 hours/month</p> <p>*Fixed overtime pay will be paid even if there is no overtime, and any excess will be paid separately.  *30 hours of fixed overtime pay will be included depending on the grade at the time of hiring  *Salary will be preferentially paid based on experience.</p> <p>◆Salary increase/bonus  • Salary increase (twice a year)  • Bonus (paid twice a year)  The amount listed may go up or down through the selection process.  Monthly salary (monthly) includes fixed allowances.</p> <p>[Social insurance]  Various types of social insurance available</p> <p>[Welfare]  • Transportation expenses provided  ↳Expenses incurred for one day in the office every three months, other outings, business trips, etc. will be paid in full through expense reimbursement  • Overtime allowance  • Working from home allowance (5,000 yen/month)</p>

	<ul style="list-style-type: none"> <li>• PC provided</li> </ul> <p>*The above applies only to full-time employees</p>
Holiday Description	<p>2 days off per week (Saturdays, Sundays, and holidays)</p> <p>Paid holidays</p> <p>Celebration and condolence leave</p> <p>Maternity leave</p> <p>New Year's holiday</p> <p>Summer holiday</p>
Job Contract Period	Full-time employee *6 month trial period
Nearest Station	<ul style="list-style-type: none"> <li>◆Headquarters: WeWork, 9th floor, Kabuto One, 7-1 Kabutocho, Nihonbashi, Chuo-ku, Tokyo</li> <li>◆Access: 1 minute walk from Kayabacho Station on the Hibiya Line</li> <li>&lt;Other notes&gt;</li> <li>◆No transfers</li> <li>◆About working from home/remote work</li> </ul> <p>Coming to the office at least once a week is required.</p>