

Job Detail

Staff Level

Position Title	Project Coordinator
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	US Headquarted Healthcare Business
Activated / Updated	2024-05-03 / 2024-05-03
Job Type	Medical/Pharmaceutical/Bio/Fabric/Food - Clinical R & D
Industry	Pharmaceuticals
Location	Asia Japan Tokyo
Job Description	<p>* Stepping-stone from Clinical Research Associate to Project Management</p> <p>* Support and collaborate with Project Management team and global clients and gain valuable on the job training</p> <p>Description</p> <ul style="list-style-type: none"> * Provide support to project managers in the planning, execution, and closeout of clinical trials * Assist with the preparation and review of study-related documents and materials, including protocols, informed consent forms, case report forms, and study reports * Help ensure compliance with regulatory requirements and project time-lines * Track study progress and communicate updates to the project team * Organise and participate in project team meetings * Collaborate with cross-functional teams to ensure successful study completion * Identify and help resolve issues that may impact the success of the project <p>Profile</p> <ul style="list-style-type: none"> * Bachelor's degree in a scientific or healthcare-related field * 1-3 years of experience in clinical research or related field * Strong organizational and communication skills * Detail-oriented with excellent problem-solving skills * Ability to work effectively in a team-oriented environment * Knowledge of regulatory guidelines and GCP preferred * Fluency in Japanese, business level English <p>Job Offer</p> <p>*</p> <p>Excellent opportunity for CRAs looking to take the next step of their career into Project Management</p> <p>*</p> <p>Work closely with global counterparts in managing Rare Disease drug trials</p> <p>*</p> <p>Contribute to development of much needed therapies where there are still many unmet medical needs!</p> <p>Page Group Japan is acting as an Employment Agency in relation to this vacancy.</p>
	<p>*</p> <p>Global Healthcare business that partners with pharmaceutical companies, bio-tech companies and medical device manufacturers to help bring promising new therapies to market.</p>

Company Info	<p>*</p> <p>Whether you're looking for a job directly involved in the clinical trial process or supporting a clinical trial, you will quickly find the passion of the team to be rewarding.</p> <p>*</p> <p>Get in touch to learn about how you can build a career at our client and take a role that can truly make an impact on the world.</p>
Working Hours	<p>Flex time available</p> <p>Core hours: 11:00 - 15:00</p>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 5500K - JPY 40000K