

アイコン・パートナーズ株式会社  
SCM チーム  
SANSHIRO NAGANO  
03-4530-9610

<職種名> **Manager, Corporate Administration**

ポジション ID: 7002

<会社概要>

Global healthcare company famous for innovative research and manufactures products for human health through every life stage

勤務地 : Tokyo

**仕事内容:**

Function Overview

General Affairs covers various services throughout the company, such as facility management, office services and in-direct purchasing. We will be expected to challenge new opportunities and provide strategy and keep satisfaction of employees.

Position Responsibilities:

- Supervise operations of designated categories under General Affairs responsibilities.
- Lead cross-divisional projects, and facilitate strategic actions across commercial operations.
- Collaborate with Global team to ensure all divisions in Japan are in compliance with the Corporate Standards as well as local requirements.
- Develop related Global policies / guidelines with leadership.
- Monitor and control spends within responsibilities and proactively propose cost saving projects where opportunities are identified.
- Control outsourcing service providers to ensure stable and quality services.
- Drive operational excellence in each service line.

応募資格 :

- Minimum of five years of experience in GA or FM and vendor management.
- Highly skilled at determining and reflecting user needs, wants and communication style.
- Basic knowledge of overall business and an advanced knowledge of back office functions are vital.
- Fluency in English in writing and speaking (TOEIC score over 800)
- Strong interest in emerging products and services to provide solutions.

年収・給与 : 1200 万円くらいまで (スキル・年収により異なる)